



ACT Government Gazette

Gazetted Notices for the week beginning 02 March 2023

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

<http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

ACT Health

Digital Solutions

Office of the Chief Information Officer

Executive Group Manager (Chief Information Officer), Digital Solutions

Executive Level 2.4 \$347,585 - \$361,512 depending on current superannuation arrangements, Canberra (PN: E856)

Gazetted: 16/1/2023

Closing Date: 6/2/2023

Details: Pursue your dream job in a world-class city that suits your lifestyle.

Our work in the ACT Public Service directly serves the needs of the Canberra community and when you work with us you will see the impact that we have on the lives of Canberrans every day.

The ACT Public Service is an inclusive and welcoming employer. We're big enough to give you career variety, but small enough that you'll get to know your colleagues.

Qualified and experienced candidates are being sought to fill the role of the Chief Information Officer for five years. Under the general guidance and direction of the Director-General, the Chief Information Officer (CIO) will provide high-level leadership and advice on policies, planning, developing, and implementing innovative strategies and initiatives in relation to information and communication technology (ICT) across the ACT Public Health System. The successful applicant will model our values of respect, integrity, collaboration, and innovation.

The CIO will be expected to develop and maintain excellent working relationships with the Chief Executives of Calvary Public Hospital, Canberra Health Services, Capital Health Network and a range of national health funding, and ICT bodies.

The CIO will act autonomously and make decisions at the operational level on the strategic and tactical planning, development, evaluation, and coordination of the ICT systems for the health care network in ACT Health. The CIO will ensure that ICT helps the directorate achieve strategic and operational goals and lead ACT Health's ICT capability to maximise returns from ICT investments to improve operational effectiveness.

To be successful in this position, the incumbent will have a demonstrated track record of leading an information technology team in a complex environment, working collaboratively with stakeholders, inspiring a diverse team, and ensuring compliance with all applicable regulatory and legislative requirements for such a role.

It is expected that the candidate will have the following attributes and abilities:

- High level management experience or a sound understanding of the requirements of high-level management in the public sector.
- Demonstrated professionalism and probity with a disposition to proactive risk management.
- Experience in shaping and guiding strategic financial decisions, formulating strategies in line organisational objectives.
- An ability to inspire and motivate others to achieve corporate goals, identify and develop the potential in others, and assess and mitigate future work and capability requirements.
- High level critical thinking ability and extensive process, resource, and budget management skills in order to implement operational efficiency and understand the challenges facing modern healthcare service delivery.
- High level interpersonal and liaison skills in order to influence and provide key information to support decisions made by a diverse stakeholder group.
- A proven track record of managing strategic networks and stakeholders to foster cooperation and build trust relationships with political groups and decision makers.

Note: ACTHD will consider flexible working conditions.

Remuneration: The position attracts a remuneration package ranging from **\$347,585 - \$361,512** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$309,493**.

Contract: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Provide your curriculum vitae and a two-page application aligned to the position's Executive Capabilities that addresses why you are the best person for this role, including the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from contact officer, Rebecca Cross rebecca.cross@act.gov.au (02) 5124 9400

Circulated to: ACTPS Senior Executives, ACTPS and SOGA's

Date circulated: 6 March 2023

Executive Branch Manager, Promotions and Programs

Temporary Vacancy (1 April 2023 to 30 June 2023 with the possibility of extension up to nine months)

ACT Health Directorate

Population Health Division

Position: E1033

(Remuneration equivalent to Executive Level 1.2)

ACT Health Directorate is seeking an experienced senior executive with a strong commitment to providing high quality operational direction and management for the Centre for Health and Medical Research Office.

Reporting to the Executive Group Manager Population Health, the Deputy Director of Research has a critical role in the Division by leading strategic development and stewardship of ACT Government health research, collaborating with Clinical Health Services and academic institutions in the conduct and translation of research into practice.

The successful applicant will model the ACT Public Service values of respect, integrity, collaboration and innovation.

Eligibility/Other Requirements: Applicants with experience in research and clinical governance would be considered highly desirable.

Note: This position is available from 1 April 2023 to 30 June 2023 with the possibility of extension up to nine months. Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from **\$235,922 - \$245,343** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$209,347**.

To apply: Interested candidates are requested to submit an Expression of Interest of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Christine Murray via email, Christine.Murray@act.gov.au by **COB Monday 13 March 2023**.

Contact Officer: Christine Murray (02) 6205 0413 Christine.Murray@act.gov.au

Infrastructure, Communication and Engagement Division

Strategic Infrastructure branch

Strategic Infrastructure

Assistant Director, Infrastructure Projects

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 23871)

Gazetted: 07 March 2023

Closing Date: 21 March 2023

Details: The Strategic Infrastructure Branch within the ACT Health Directorate has an opportunity for an enthusiastic team player who can work with a range of stakeholders in planning for health infrastructure that meets community needs.

The role is part of a small team responsible for providing advice and support in relation to the Branch's infrastructure planning and management responsibilities. The role is responsible for preparing high-level project documentation, including business cases, programs, procurement documentation, and engagement with key stakeholders which include Canberra Health Services, Major Projects Canberra, Calvary Public Hospital Bruce, NGO partners, consumer representatives.

The successful applicant may be allocated to any projects for which the Strategic infrastructure Branch is currently responsible, including but not limited to:

- Implementation of the Canberra Hospital Master Plan
- Watson Health Precinct Redevelopment
- A new hydrotherapy facility on the Southside of Canberra
- Residential Eating Disorder Facility
- Asset management.

The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The positions are suited to people with a can-do attitude who contribute to a positive workplace culture and enjoys achieving results. These positions are suited to those with stakeholder management skills and ability to develop high quality written material.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements:

Qualifications in project management are desirable.

Previous experience in supporting the delivery of health infrastructure projects or projects in the ACT Government context is desirable.

Note: This is a temporary position available immediately for 12 months with the possibility of permanency.

Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively. A merit list will be created to fill similar vacancies that arise over the next 12 months.

How to apply: Please provide: your curriculum vitae, a two-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and the names and contact details of two referees.

Selection may be based on application and referee reports only.

Applications should be submitted via the "Apply Now" button below.

Contact Officer: Stephanie Oliver (02) 5124 6842 Stephanie.Oliver@act.gov.au

Canberra Health Services

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Medical Services

ACT Pathology

Cytology Trainee Screener

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 60451 - 0299U)

Gazetted: 06 March 2023

Closing Date: 27 March 2023

Details: **Our Vision:** creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website:

www.canberrahealthservices.act.gov.au

An exciting opportunity has arisen in the Cytology department of ACT Pathology for a suitable scientist to join our team as a trainee Cytotechnologist. This position would potentially suit a new graduate or an individual with previous experience in haematology morphology or cytogenetics. The successful applicant must be self-motivated and passionate about learning, highly organised, with an eye for detail and possess high standards for quality and accuracy.

ACT Pathology is a business unit of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres

located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Anatomical Pathology Department operates a service which encompasses Histology, Cytology, Mortuary Services and Administration. The Cytology department processes CST, FNA and exfoliative samples and your role will be to participate in the day-to-day operation of the laboratory, working as part of a dedicated Cytology team.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

Ability to work autonomously and in a team environment with a high-level of attention to detail.

Self-motivated.

Good written and oral communication skills and the ability to liaise with a diverse range of clients with sensitivity and discretion.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Position Requirements/Qualifications:

Mandatory

Degree in Laboratory Medical Science (BAppSC Lab Med) or equivalent qualifications

Committed to working towards gaining the CT ASC (Non-gynae and/or Gynae) within 4 years of starting this trainee role.

The successful applicant will need to be available for weekend and after-hours work.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

Desirable

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Mary Brun (02) 5124 3704 mary.brun@act.gov.au

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Division of Medicine

General Medicine / Acute Medical Unit

Staff Specialist/Senior Staff Specialist – General Medicine/ Acute Medical Unit

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 56912 - 02986)

Gazetted: 03 March 2023

Closing Date: 26 March 2023

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Our **Role**: to be a health service that is trusted by our community

Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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We are a diverse speciality with the flexibility to work across complementary areas within the Division including General Medicine, Hospital in the Home (HITH) and the Acute Medical Unit (AMU).

The Department of General Medicine manages patients with a diverse range of multiple active co-morbidities or undifferentiated illnesses under the age of 80 years that require ongoing inpatient, ward-based hospital care. We are a busy inpatient service with consultation and outpatient clinic responsibilities.

An exciting opportunity exists for Physicians to join a multidisciplinary health team in the new Acute Medical Unit (AMU). The AMU is a short-stay ward and unit for adults, designed to deliver timely, evidenced-based and holistic care during the admission phase of medical inpatient care. The AMU provides early senior medical and multidisciplinary input for patients that require admission under internal medicine units. It also allows further work up of patients with acute undifferentiated medical conditions in a non-Emergency Department (ED) clinical space. The AMU is physician-led and has dedicated medical, nursing, allied health and support staff to ensure patients begin their hospital journey with a comprehensive management plan.

Applicants should have had training and experience in Acute and General Medicine or relevant medical sub-specialty. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing, allied health and medical staff, including Advanced and Basic Physician Trainees.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

Note: This position is available up to 1.0FTE consisting of fractional FTE across General Medicine and the Acute Medical Unit to be negotiated with the successful candidate

DUTIES

Under limited direction of the Clinical Director, you will:

Provide competent and efficient clinical management of general medical inpatients relevant to the specific area of employment

Contribute to general medicine outpatient clinics relevant to the specific area of employment

Attend and contribute to medical and multidisciplinary handover sessions, clinical and business meetings

Contribute to the clinical governance of the relevant unit by undertaking clinical audit activities, clinical pathway development and demonstrate an active commitment to best clinical practice

Contribute to quality assurance, research and postgraduate teaching activities as required

Actively engage in quality and safety activities and model of care development for the Department and the Division

Contribute to the on-call and after-hours roster

Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

A commitment to practicing holistic medicine that takes into account and is sensitive to a patient's unique psychological, spiritual and socioeconomic background

Ability to liaise effectively with staff at all levels and across disciplines

Position Requirements / Qualifications

For employment at either the Specialist 1-5 or Senior Specialist level

Mandatory

Be registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, with no conditions, undertakings or reprimands

Fellow of the Royal Australasian College of Physicians (preferably with General Medicine accreditation, although relevant specialty accreditation will be considered)

Not be the subject of an unresolved scope of clinical practice review of by Medical Dental Appointments Advisory Committee or a current inquiry by AHPRA

Have no substantiated performance or behavioural issues in the last three years, nor have such matters currently under investigation, nor have they been found to display behaviours and/or performance inconsistent with CHS values

The successful applicant will need to be available for weekend and after-hours work.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the professional history

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years

Have demonstrated ability to provide leadership to colleagues through either clinical or administrative means

Have gained demonstrable experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel

Be able to demonstrate your ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist

Be able to demonstrate that you are performing at a level consistent with this competency framework.

Please note prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

Additional Information:

Requirements for fractional on-call will be subject to clinical operational requirements and will be negotiated at the time of appointment on an individual basis.

Approval for second job will need to be submitted annually. Commitment to second job must not impact on the agreed clinical duties of the specialist at Canberra Hospital.

Adherence to agreed attendance hours including agreement to annual job planning for clinical operational requirements is required.

It is expected that approximately 80% of attendance time will be focused on substantive clinical service delivery role, and approximately 20% to non-clinical duties.

It is expected that the successful applicant will have a track record as a successful member of a clinical team and demonstrate a strong commitment to teaching at all levels including medical, nursing and allied health professional staff and students. There is opportunity to be involved in teaching at the Australian National University Medical School.

Contact Officer: Dr Anna Nakauyaca/Dr Brooke Denyer Dr Anna Nakauyaca/Dr Brooke Denyer 5124 2817
anna.nakauyaca@act.gov.au/anna.nakauyaca@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services

Homeless Outreach Team

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 45009 - 02901)

Gazetted: 07 March 2023

Closing Date: 21 March 2023

Details:

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Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website:

www.canberrahealthservices.act.gov.au

This position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The ACMHS has community recovery services operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres. Additionally, ACMHS has an Assertive Community Outreach Service based at Belconnen, an Older Persons Mental Health Community Team based at the University of Canberra Hospital, a Mental Health Services Intellectual Disability Team based at Gungahlin, and a Mental Health Link Team based at the City.

Within the ACMHS there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The ACMHS model of care aims to improve the responsiveness and diversity of services offered to people. The ACMHS MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

As a Clinical Officer working on the Mental Health Link Team, you will be responsible for providing consultation liaison services to support consumers to live and function within their community and to identified Partnership Community Organisations.

Your duties will include providing advanced allied health care to consumers who require supported accommodation, residential housing, justice community housing, clinical sub-acute housing as well as temporary and short-term accommodation options. Additionally, you will provide advanced support to the division in the areas of post suicide attempt follow up, NDIS planning and discharge consultation liaison.

You will enjoy working as a member of the multidisciplinary team and be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. The HP3 will contribute their expertise to the multidisciplinary team, provide supervision to HP2, HP1, allied health assistants, and students and support the Team Leader in change processes. The HP3 will undertake quality initiatives to promote service delivery at a standard of best practice.

The position is based at the City Community Health Centre and reports to the Mental Health Link team manager. This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, community recovery and therapy services, and consultation and liaison with a wide range of stakeholders.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment

Position Requirements/Qualifications:

Mandatory for all disciplines:

Minimum of 3 years post qualification experience.

For Occupational Therapy:

Registration or eligibility for registration with the Occupational Therapy Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

HP3: Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Psychology:

Registration or eligibility for general registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Supervisor

HP3: Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Social Work:

Degree in Social Work,

Eligibility for membership of the Australian Association of Social Workers,

Registration under the ACT Working with Vulnerable People Act 2011,

HP3: Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Hold a current driver's licence

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals

Note: Please note that candidates may be assessed on their written applications alone.

Contact Officer: Donald Wilson 0432753420 Donald.L.wilson@act.gov.au

Rehabilitation, Aged and Community Services

Client Support Services

Senior Store Supervisor

Senior Stores Supervisor Level 1 \$68,685 - \$70,402, Canberra (PN: 14981 - 029B9)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details:

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The ACT Equipment Loan Service provides a short-term loan service covering a diverse range of rehabilitation equipment to facilitate the safe discharge of people from hospital and/or to support clients living in the community.

ELS require an enthusiastic Team Leader to organise and assist a small HSO team to meet the needs of the service with direction from the Coordinator of the Oxygen and Equipment Service.

The Team Leader will be responsible for organising and assisting with the delivery/collection of equipment to client's homes across the ACT community, the cleaning and maintenance of returned equipment, store related duties and other duties as required.

The successful applicant must be able to physically manage manual handling tasks related to storage, transit, assembly, and installation of a wide range of equipment. The equipment includes items such as hospital beds, recline/lift powered chairs, hoists, and specialised mattress replacement systems.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

provide responsive services to meet clients' needs

Position Requirements/Qualifications:

Hold a current ACT drivers' licence

Obtain a Working with Vulnerable People registration

The successful applicant will need to be available for occasional weekend and after-hours work,

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Carmen Connellan (02) 6205 0985 Carmen.Connellan@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Adult Community Mental Health Services

Administrative Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 40525 - 0299Y)

Gazetted: 07 March 2023

Closing Date: 21 March 2023

Details:

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website:

www.canberrahealthservices.act.gov.au

The administrative position is based in Adult Community Mental Health Services (ACMHS). The ACMHS delivers services primarily in the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) and on campus at The Canberra Hospital. The successful candidate will be based in one of these locations for the majority of the time, though on occasions may be asked to provide administrative support to other areas within ACMHS if the need arises, such as providing backfill when other administrative staff are on planned annual leave.

The ACMHS program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

The role involves participating in a team to produce quality outcomes for the Canberra community. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role.

The position reports to a Team Leader who is based on site. Most teams consist of a multidisciplinary team that work together in the delivery of services (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

ABOUT YOU

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Behavioural Capabilities

Good customer services skill to provide helpful and professional customer service to people who attend the reception desk

Administration skills to be able to provide quality work outputs and organisation of workload

Flexibility to be able to work effectively within a multidisciplinary team

Position Requirements/Qualifications:

A minimum of two years' experience working professionally in an administrative role is preferred.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Possess current passenger vehicles license

Note: This is a temporary position available for six months with the possibility of extension and/or permanency.

Contact Officer: Suzanne Vivian 02 5124 1750 suzanne.vivian@act.gov.au

Chief Executive Officer

Executive Director Medical Services (EDMS)

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 41489 - 029A4)

Gazetted: 07 March 2023

Closing Date: 8 March 2023

Our **Vision:** creating exceptional health care together

Our **Role:** to be a health service that is trusted by our community

Our **Values:** Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: CHS website

The Executive Director (EDMS) is responsible for the divisions of Pathology, Pharmacy, Medical Imaging, Health Technology Management, GP Liaison Unit and DonateLife.

The EDMS is responsible for the professional leadership of, and management of professional issues associated with the medical workforce and the services provided by doctors. This includes all relevant operational developmental and strategic matters. Working closely with the Chair of Medicine, the EDMS leads the effective management of medical staff and ensures that they deliver effective, safe and high quality care to patients.

This position is accountable for providing professional advice to ensure the essential standards of quality and safety are being met by every service the organisation delivers, that there is continuous improvement and outcomes, and that the workforce is supported and enabled to deliver safer and effective person-centred care.

Working with the Executive Director of Nursing Midwifery and Patient Support Services and the Executive Director Allied Health, the EDMS is responsible for supporting the development of the CHS Quality Strategy and with the Clinical Executive is accountable for the overall achievement of safety and quality metrics. The EDMS will

contribute to the development and implementation of the CHS long term vision, strategic direction and governance arrangements.

As the most senior doctor, the EDMS will provide strong and effective medical leadership and advice to inform corporate decisions. In conjunction with the Director of Nursing and Midwifery and Patient Support Services and the Executive Director Allied Health, the position will ensure that the Clinical Governance Framework is effectively implemented and ensure that CHS delivers its corporate clinical targets, influencing and maintaining alignment, on the part of CHS medical workforce, with CHS goals and objectives.

The EDMS is appointed for a period of 36-60 months. The holder of this role is expected to maintain clinical duties in their speciality and as a result is 0.6-0.8 FTE. This role attracts a management allowance level 3.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The preferred candidate may be considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

DUTIES

Set and deliver the Medical Services Divisional Business Plan through the clinical workforce. This includes:

Ensuring all division team members understand the organisation's corporate goals and business as usual priorities for the year (CHS Corporate and Divisional Business Plans)

Setting clear performance expectations for Clinical and Unit Directors that will ensure your division delivers against the goals.

Providing regular feedback to your leadership team of their performance against your expectations, providing clear accountability, and making adjustments as necessary.

Lead and encourage the development of new and innovative practice across CHS to ensure the continuous improvement of CHS efficiency and effectiveness and the development of high standards of patient service.

Provide effective professional leadership and management to all medical staff ensuring high standards with meet the requirements of continuing medical education, performance and behaviours.

Act as an ambassador for CHS, ensuring that the needs and views of CHS are fairly represented in external (including national) forums and that opportunities are taken to enhance the reputation of CHS and realise service development opportunities.

Be an exemplar in demonstrating CHS' values. Recognise team members who exhibit the values, and equally, be a leader in having the tough conversations with those who don't. Ensuring CHS is a great place for medical staff to train and work.

Lead and undertake analysis, quality improvement, research and education to enhance clinical services and its integration into corporate and clinical governance.

Collaborate with the Chair of Medicine to lead the Clinical Unit Directors in the delivery of high quality contemporary care

Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high quality person and family centred, safe and high quality patient care.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Experience working professionally at an executive level leading medical strategy and operations.
The successful applicant will need to be available for occasional weekend and after-hours work.

Administrative or Management Tertiary qualification.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

Please note prior to commencement successful candidates will be required to:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency.

Contact Officer: Dave Pepper (02) 51244700 CEOHealth@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Service

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 41013 - 0297R)

Gazetted: 07 March 2023

Closing Date: 23 March 2023

Details: **Our Vision:** creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services is a contemporary evidence-based service providing high quality mental health care that is guided by principles of recovery.

The Division provides health services directly and through partnerships with community organisations. The participation of the people who use the service, including families and carers, is encouraged in all aspects of

service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for people.

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

- Adult Inpatient Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services; and
- Rehabilitation and Specialty Mental Health Services

Dhulwa Mental Health Unit (DMHU) and the Gawanggal Mental Health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

DMHU is a secure mental health facility that opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

GMHU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and GMHU has 10 beds for community transition.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This position is primarily located within the Secure Mental Health Services on a rotating shift roster including morning, evening, and night shifts. You may be required to work across all Adult Mental Health Inpatient Units to meet operational needs.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:

1. Demonstrated clinical leadership and the ability to develop all members of the team.
2. Be able to communicate with influence with the diverse teams including internal and external parties
3. Positive attitude and commitment to improving consumer outcomes and experience
4. Be flexible, adaptable, and able to be comfortable with a changing work environment.

Position Requirements/Qualifications:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of 2 years nursing experience within a mental health setting.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable:

- Hold or be working toward Post Graduate qualification in mental health nursing.
- Clinical leadership experience.
- Hold a current driver's license.

Prior to commencement successful candidates will be required to:

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.
- Undergo a pre-employment National Police Check.

Note: Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Contact Officer: Peta Kleinig 0428393961 Peta.Kleinig@act.gov.au

Medicine

Obesity Management Service

Service

Specialist/ Senior Specialist – Obesity Management Service

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57144, several - 028PI)

Gazetted: 06 March 2023

Closing Date: 13 March 2023

Details:

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POSITION OVERVIEW

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The Obesity Management Service (OMS) uses an interdisciplinary approach to improve the health and well-being of adult patients with class III obesity defined as a BMI of 40kg/m² and over. The interdisciplinary team includes medical, dietetic, psychology, physiotherapy, registered nursing and administration staff. The team focuses on people with a high risk of developing complications from obesity or who already have additional health problems. In partnership with the Unit Director, Obesity Management Service Coordinator and Business Manager will ensure high quality outcomes for the people who use the Obesity Management Service. In addition, they collaborate with other departments to ensure high-quality outcomes for the people who use services across the Division.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The preferred candidate may be considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

DUTIES

Under limited direction of the OMS Unit Director you will perform the following duties:

Provide competent and efficient clinical medical leadership and management of patients with Class III obesity.

Work effectively and harmoniously with medical and other health service colleagues as part of an inter-disciplinary health care team and communicate effectively with patients, colleagues and staff as a senior member of the clinical team in delivering patient care.

Participate in the supervision, training, and professional development of junior medical staff, as well as providing upskilling and education to the wider interdisciplinary team.

Contribute to the clinical governance and evolution of the Department by undertaking clinical audit, research and quality assurance activities and practicing evidence-based medicine for adults with Class III obesity, including bariatric surgery.

Comply with and implement Workplace Diversity, Occupational Health and Safety and Industrial Democracy principles and practices and display a commitment to CHS values.

Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

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Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal Australasian College of Physicians (RACP) or equivalent specialist qualifications with demonstrated experience in managing chronic disease.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

8. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

9. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

10. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

11. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

12. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

13. Be able to demonstrate that they are performing at a level consistent with this competency framework.

Please note prior to commencement successful candidates will be required to:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Finance and Business Intelligence

Health Information Services

Clinical Coder

Clinical Coder Level 1 \$89,649 - \$124,387, Canberra (PN: 25180 - 0298B)

Gazetted: 07 March 2023

Closing Date: 24 March 2023

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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The CFO Division is responsible for developing and maintaining budgets, providing strategic financial advice, procurement and supply, and operational reporting across the health service. Additionally, the CFO Division includes the Health Information Services (HIS) team, which provides a range of services including:

- Provision of health records and personal health information for patient care, research, quality improvement, education, and medicolegal purposes.
- Clinical record scanning and management.
- Clinical coding and casemix data generation.
- Patient identifier management.

Clinical coding is an essential function for Canberra Health Services to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements.

Under general direction you will be responsible for the timely and accurate coding of inpatient records. This will involve abstracting relevant information on-line from the Digital Health Record (DHR) and other associated clinical information systems and assigning complete and accurate codes in accordance with established coding procedures and standards. You will play a key role in determining appropriate DRG allocation, optimising coding throughput, ensuring targets and key performance indicators are met and participating in routine coding quality improvement activities.

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:

1. Ability to work within a team environment as well as independently with minimal supervision.
2. Adaptability and flexibility to accommodate change.
3. Highly motivated with strong organisational skills and attention to detail.

Position Requirements/Qualifications:

Mandatory

- Completion of an approved HIMAA clinical coding certificate course or equivalent.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- A minimum of three years clinical coding experience using the current edition of ICD-10-AM, covering a broad range of casemix in an acute tertiary hospital, with ability to accurately code an average of 3 – 4 records per hour.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: Part-time hours will be considered and the full-time salary noted above will be pro-rata. There is possibility of working on-site at Canberra Hospital or coding remotely e.g. working from home. Applicants may be required to complete a coding test to assess coding competency as a component of the recruitment process. Selection may be based on written application and referee reports only.

Contact Officer: Dianne Ramadan (02) 5124 3242 Dianne.S.Ramadan@act.gov.au

Clinical Services

Medicine

Neurophysiology Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 21977 - 0298V)

Gazetted: 06 March 2023

Closing Date: 3 April 2023

Details: **Our Vision:** creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS

website: www.canberrahealthservices.act.gov.au

The Neurology department is a busy environment which services inpatients and outpatients for numerous neurophysiology procedures. An exciting opportunity exists for an experienced senior clinical neurophysiologist to become a part the allied health team. This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical neurophysiology service delivery. The role includes the management of the neurophysiology service and allied health staff, the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the neurophysiology group.

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Behavioural Capabilities

Demonstrates strong organisational skills with a high degree of drive.

Demonstrates high-level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.

Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

Demonstrates a commitment to continuous improvement.

Position Requirements/Qualifications:

Mandatory:

Bachelor of Science/Applied Science, or equivalent

Minimum of 5 years post-qualification experience in Clinical Neurophysiology Testing

Desirable

Be eligible for Accredited membership with Association of Neurophysiological Technologists of Australia Inc. (ANTA)

Be eligible for accreditation with the Australian Council for Clinical Physiologists (ACCP).

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Kelli Rixon (02) 6174 7096 kelli.rixon@act.gov.au

**Office of the Chief Operating Officer
Office of the Chief Operating Officer
Patient Flow Unit**

**Assistant Director of Nursing Flow and Coordination Hub
Registered Nurse Level 4.3 \$149,388, Canberra (PN: 24728-029BF)**

Gazetted: 07 March 2023

Closing Date: 23 March 2023

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POSITION OVERVIEW

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Behavioural Capabilities

Strong organisational and management skills with a high degree of drive

Adaptability, flexibility, and resilience to lead complexity and accommodate change and provide responsive services to meet clients' needs

Highly developed interpersonal communication skills.

Ability to operate autonomously with sound decision-making abilities

Position Requirements/Qualifications:

Mandatory

Relevant post graduate tertiary qualification

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Previous position of influence in an operational healthcare setting

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

For more information on this position and how to apply "click here"

Contact Officer: Rebekah Ogilvie 0423 294 387 rebekah.ogilvie@act.gov.au

Infrastructure and Health Support Services

Client Services - Switchboard

Switchboard Supervisor

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 51819 - 029A5)

Gazetted: 07 March 2023

Closing Date: 14 March 2023

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POSITION OVERVIEW

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The Infrastructure and Health Support Services (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of Client Services (CS) to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS vision, role and values.

Under the broad direction of the Assistant Director and Business Support Officer (CS), you will oversee the delivery of services of the Switchboard and casual relief pool. You will be required to supervise and coordinate administrative Switchboard staff, provide day-to-day human resource support, maintain Switchboard SPOK console data and provide advice and responses to matters related to the business portfolio.

The Switchboard Supervisor is expected to work collaboratively with other business units across CHS and be supportive and flexible in leading the changing priorities of the business portfolios.

This position will be based at Canberra Hospital and the University of Canberra Hospital with regular travel required to other Canberra Health Services sites.

DUTIES

Under limited direction of the Assistant Director and Business Support Officer, you will oversee the delivery of services for the Switchboard and Mailroom. You will:

Oversee the daily operations of Switchboard services to monitor and manage workflow activity to ensure high level customer service is provided to internal and external clients.

Maintain data integrity of SPOK directory, updating OSS on call roster in SPOK, and updating contact numbers on emergency/code distribution lists.

Problem solve and contribute to proactive change management across the unit to support the staff in delivering high quality, consistent services.

Assist and contribute to business activities including staff rostering and training for Operational Support Services and provide advice to management as required.

Support and motivate staff, provide consistent training, ensure adherence with policies and practices affecting staff employment and welfare. Ensure equal opportunity is demonstrated through adherence to the Respect Equity and Diversity (RED) Framework, industrial democracy, performance management and work health and safety policies and procedures.

Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Ability to lead by example, support others and demonstrate integrity.

Lead change, discover and analyse opportunities for improvement.

Position Requirements/Qualifications:

The successful applicant will need to be available for weekend and after-hours work.

Previous experience supervising staff in an operational setting

Experience in the use of switchboard SPOK console, SPOK web on call and afterhours rosters
CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: Selection may be based on application and referee reports only.

Contact Officer: John Villatobas 51242733 John.Villatobas@act.gov.au

Cancer and Ambulatory Support

Medical Physics and Radiation Engineering

Principal Diagnostic Imaging Medical Physics

Principal Medical Physics \$200,140 - \$217,653, Canberra (PN: 24887 - 0255X)

Gazetted: 06 March 2023

Closing Date: 5 April 2023

Details: **Our Vision:** creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS

website: www.canberrahealthservices.act.gov.au

The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiology, nuclear medicine and radiation oncology giving our department a collegial diversity of medical physicists working together. The team is responsible for services, advice, education and research in the safe use and effective applications of medical radiation to service departments and more generally as required. These departments primarily include Medical Imaging, Radiation Oncology, Cardiology, BreastScreen and Oral Health Services.

The advertised position is for a principal diagnostic radiology medical physics specialist who will lead a team of medical physicists to deliver state-of-the-art medical physics services and advice for our client departments in the use of ionising and non-ionising radiation. Canberra Health Services has a large range of registered ionising radiation source devices, from intra oral dental units, general x-ray through to angiographic and CT equipment that require medical physics services through lifecycles such as specialist procurement advice, shielding, commissioning and ongoing performance testing, etc. This is soon to be expanded with the current construction of a large Critical Services Building including at least 3 floors utilising imaging equipment, including MRI and ultrasound equipment. Consistent with a focus on patient care and regulatory requirements, the principal diagnostic radiology medical physics specialist would also be responsible for management and support of audit of processes that involve patient irradiation, often being a first step in the collaborative process of procedure optimisation.

MPRE has an extensive technical library with good access to hardware and software including on-line dose audit software to assist in audit processes. High quality radiation measurement instrumentation is available as well as a good selection of imaging and dosimetric phantoms. We also enjoy a collaborative relationship with radiologists and their registrars allowing fruitful clinical interactions.

A significant part of our role in the hospital is in education with a DIMP TEAP program as well as commitments in radiologist education for the Applied imaging Technology examinations. There is also a strong commitment to radiation safety training for all radiation users. Our team welcomes collaborative research with active

collaborations with University of Sydney, Wollongong University, and the Australian National University, as well as hospital wide research work within allied health.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:

An inquisitive and adaptive mindset with an aptitude for evident based problem solving;

Comfortable to work with different professionals with diverse skill sets;

Develops shared knowledge and understanding that contributes to effective coordination, improved team performance and enhanced service outcomes;

Prioritises workload appropriately and establishes realistic timeframes for the completion of work and be accountable for my own and the team's performance and achievement of results.

Position Requirements/Qualifications:

Mandatory

Be registered, or demonstrated eligibility for registration, on the Qualified Medical Physics Specialists in Diagnostic Radiology Medical Physics register administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).

Hold a higher degree (M. Sc. or higher) majoring in physics from an accredited university.

Experience working as a medical physicist in a clinical environment.

Eligible for, or possess, an ACT radiation licence

The successful applicant will need to be available for occasional weekend and after-hours work.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable

Hold certification from the ACPSEM, or equivalent, in in one or more of the following: Mammography equipment tester, Radiation Safety, Nuclear Medicine Physics.

Hold a PhD in Medical Physics.

Hold, or be eligible for, a current Australian driver's license.

Have experience in magnetic resonance imaging, preferably in a clinical environment.

Have experience in laser safety, preferably for medical lasers.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note: This is a temporary position available for 12 - 60 Months with the possibility of extension and/or permanency.

Contact Officer: Ben Cooper 51245300 Ben.cooper@act.gov.au

Rehabilitation, Aged and Community Services

Community Nursing

Rehabilitation, Aged and Community Services

Nurse Manager

Registered Nurse Level 4.1 \$130,846, Canberra (PN: 28537-028ZG)

Gazetted: 06 March 2023

Closing Date: 22 March 2023

Details: **Our Vision:** creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS

website: www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: Reliable, Progressive, Respectful and Kind.

RACS has recently established the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Hospital (UCH) is part of Canberra Health Services planned network of health facilities designed to meet the needs of our ageing and growing population.

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

A Nurse Manager within the Community Care Program, RACS, manages one of five community nursing teams within the ACT. The teams provide community nursing services to patients with a broad range of needs across the ACT community.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Position Requirements/Qualifications:

Mandatory

Hold a Current driver's licence.

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position (desirable)

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

The successful applicant will need to be available for occasional weekend and after-hours work.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for four months with the possibility of extension and/or permanency.

For more information on this position and how to apply "click here"

Contact Officer: Alan Merritt Alan.Merritt@act.gov.au Phone (02) 5124 1594 | 0403 149 568

Nursing Midwifery and Patient Support Services

Nursing Midwifery Workforce Unit

Nursing and Midwifery Recruitment Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 60584, several-02991)

Gazetted: 06 March 2023

Closing Date: 20 March 2023

Details: **Our Vision:** creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS

website: www.canberrahealthservices.act.gov.au

The Division of Nursing and Midwifery and Patient Support Services (NMPSS) plays a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS.

The Division includes Nursing Support Services (including the E-Rostering Unit, the Nursing and Midwifery Resource Office, Nursing and Midwifery Workforce Unit, Tissue Viability Unit, Infection Prevention and Control Unit, Occupational Medicine Unit); and Patient Support Services (including Ward's persons, Hospital Assistants, Ward Clerks, the Central Equipment and Courier Service).

In addition, the Division provides high quality strategic leadership and direction to the NMPSS workforce.

The Nursing and Midwifery Workforce Unit is a newly formed team within NMPSS and will support identifying the various vacancies to be filled. A structured workflow will be created that will see the nursing and midwifery vacancy timeframes reduced and support the retention of a talented workforce – both across CHS and within the new Critical Services Building (CSB).

The Canberra Hospital Expansion Project – CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by CHS.

The CSB is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

The Administrative Support Officer will undertake various activities to assist with establishing this new workforce unit and its ongoing functions including providing support to the CSB project where required.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

Well-developed organisational skills with a high degree of drive.

Well-developed communication skills and a high attention to detail.

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change

Position Requirements/Qualifications:

Mandatory

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: There are several temporary positions available for six months with the possibility of extension and/or permanency.

For more information on this position and how to apply "click here"

Contact Officer: Cate Makings (02) 51240990 Cate.Makings@act.gov.au

Cancer and Ambulatory Support

Director of Nursing CAS

Registered Nurse Level 5.5 \$178,535, Canberra (PN: 29502 - 02950)

Gazetted: 03 March 2023

Closing Date: 10 March 2023

Details: **Our Vision:** creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS

website: www.canberrahealthservices.act.gov.au

The Division of Cancer and Ambulatory Support (CAS) provides a comprehensive range of assessment, diagnostic and treatment services through outpatient and community settings. The division is also responsible for the Walk in Centres across the ACT and Central Outpatients Department are also managed by this Division.

The Director of Nursing operates within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the Nursing and Midwifery Board of Australia Code of Ethics and Code of Conduct. The position is accountable and responsible to the Executive Director CAS for the management of a safe, effective nursing service across the clinical units of the Division. In keeping with the value of collaboration, the position will operate in partnership with other members of the Executive of the Division and other Divisions as appropriate.

The Director of Nursing is responsible for professional nursing standards and work practices within CAS and for the provision of executive nursing leadership and high-level advice in the overall management of the clinical, material and financial resources allocated for ensure the delivery of safe, efficient and effective, quality consumer and client focused care.

The position has responsibility within the Division for Nurse Education Programs, Quality and Safety, Organisational Development and Workforce Planning.

The position has a professional reporting relationship to the Executive Director of Nursing and Midwifery and participates as a member of the senior nursing and midwifery leadership team for CHS.

ABOUT YOU

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Behavioural Capabilities

Exemplary nursing leadership

Ability to collaborate across professional groups

Manage a complex, diverse and busy portfolio.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in hospital setting is preferred.

Be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

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Desirable

Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for 2.9 months with the possibility of extension.

Contact Officer: Melissa O'Brien 5124 8502 Melissa.O'Brien@act.gov.au

Rehabilitation, Aged and Community Services

Oral Health Services Administration

Liaison Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 26590 - 0295W)

Gazetted: 03 March 2023

Closing Date: 17 March 2023

Details: **Our Vision:** creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS

website: www.canberrahealthservices.act.gov.au

Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

The Liaison Officer position is currently located in Civic and is part of OHS Administration Team.

Under limited direction, you will play a key role in the coordination of clients removed from Oral Health Service

Waiting lists including referral to external providers, processing of claims for payment including Medicare for the

Child Dental Benefits Scheme and liaising with both internal and external stakeholders. This role plays a key part of providing eligible clients within timely Dental treatment.

ABOUT YOU

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Behavioural Capabilities

Strong Organisational skills

High level of customer service

Sound time management and communication skills

Position Requirements/Qualifications:

Previous experience in a dental environment and an understanding of item numbers is desirable.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available immediately for three months with the possibility of extension.

Contact Officer: Leasa Anderson 51241731 leasa.anderson@act.gov.au

Rehabilitation, Aged and Community Services

Oral Health Services

Referral and Scheduling Supervisor

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 60172 - 02997)

Gazetted: 06 March 2023

Closing Date: 20 March 2023

Details:

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS

website: www.canberrahealthservices.act.gov.au

Oral Health Services (OHS) within the Division of Rehabilitation, Aged and Community Services (RACS) provides adult, child and youth general dental, restorative, special needs, General Anaesthetic (GA), Relative Analgesia (RA), and specialist Surgical and Orthodontic services to the eligible members of the ACT community. The service currently operates from five Community Health Centres and three hospitals across the ACT region, as well as operating within ACT corrective services and from mobile dental clinics as below:

Gungahlin Community Health Centre – Six dental chairs

Belconnen Community Health Centre – Eleven dental chairs

City Community Health Centre - Ten dental chairs

Phillip Community Health Centre - Ten dental chairs; and

Tuggeranong Community Health Centre - Five chairs.

Alexander Maconochie Centre (AMC)

The Canberra Hospital

Calvary Public Hospital

Calvary John James Hospital

Mobile Dental Clinics -

Nursing home mobile dental clinic

School mobile dental clinic

Targeted Access Program mobile dental clinic

OHS is a multidisciplinary program and consists of dentists, visiting oral surgeons, oral health therapists, dental therapists, prosthetists, orthodontists, dental assistants, laboratory technicians and administrative staff. OHS offers a range of dental services to the eligible members of the community for adult and child and youth dental services, this includes denture services and emergency dental.

The services are available Monday to Friday, from 8:30am to 5:00pm at the above listed facilities and Community Health Centres.

ABOUT YOU

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Behavioural Capabilities

Strong written and verbal communication skills

Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Mandatory

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Leasa Anderson 51241731 leasa.anderson@act.gov.au

Nursing and Midwifery and Patient Support Services

Nursing

Nurse Manager - Nursing and Midwifery Resource Office

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 12050 - 0296A)

Gazetted: 03 March 2023

Closing Date: 17 March 2023

Details:

Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

The Division of Nursing and Midwifery and Patient Support Services (NMPSS) plays a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS.

The Division includes Nursing Support Services (including the E-Rostering Unit, the Nursing and Midwifery Resource Office, Tissue Viability Unit, Infection Prevention and Control Unit, Occupational Medicine Unit); and Patient Support Services (including Ward's persons, Hospital Assistants, Ward Clerks, the Central Equipment and Courier Service).

In addition, the Division provides high quality strategic leadership and direction to the NMPSS workforce.

The Nursing and Midwifery Resource Office (NMRO) manages the nursing relief pool and casual nursing workforce and facilitates and manages recruitment of nurses across CHS including the RN and EN Transition to Practice Programs. The Nurse Manager of the NMRO oversees the recruitment and personnel management of staff within the nursing relief and casual pools and education priorities in collaboration with the Clinical Nurse Educator and Clinical Development Nurses. The role acts as the principal point of contact for whole of Nursing and Midwifery Service workforce working closely with nurse managers across all divisions to assist with recruitment requirements. The NMRO provides the nursing resources on a daily basis to assist all divisions across CHS to manage roster shortfalls and unscheduled absences.

The Canberra Hospital Expansion Project – CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by CHS.

The CSB is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability

and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Personal Attributes:

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong management and leadership background.

Adaptability and flexibility to accommodate change and provide responsive services to meet organisational need.

Excellent interpersonal and communication skills.

Position Requirements/Qualifications:

Mandatory:

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Recent previous experience in human resource management and rostering.

Post graduate qualifications in nursing, leadership/management or related field.

Current driver's licence.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Christopher Harris 02 5124 7130 christopher.harris@act.gov.au

Women, Youth and Children

Allied Health

Care Coordinator, Women, Youth and Children Psychosocial Unit

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 59337 - 0296C)

Gazetted: 06 March 2023

Closing Date: 29 March 2023

Details: **Our Vision:** creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS

website: www.canberrahealthservices.act.gov.au

This is a newly established position that will provide care coordination and support for children, young people and their families with gender concerns and variations in sex characteristics. Suitable applicants include those with a background in social work, occupational therapy, genetic counselling or other health or related discipline.

The Psychosocial Support Unit is a newly established service that provides trauma-informed information and support for children, young people and their families with gender concerns and variations in sex characteristics (VSC), also known as differences in sex development or intersex variations.

The Unit is committed to working with children, young people and families to provide a high standard of professional treatment and care. This includes protecting the rights of people with a VSC under the Variation in Sex Characteristics (Restricted Medical Treatment) Act 2023 (VSC Act 2023).

The Care Coordinator will work with a multidisciplinary team, including psychosocial staff, relevant medical specialists, and other members of the care team, to provide an intake, care coordination and support service for people with gender concerns and variations in sex characteristics. This may include supporting families to understand a child or young person's treatment options so they can make fully informed decisions about potential interventions. In some cases, the role may extend to supporting a young person to make a decision about treatment, including statutory requirements under the VSC Act 2023. The position will involve significant liaison with peer support agencies, schools, specialist networks, statutory authorities, and other ACT Government bodies. The Care Coordinator will report to the Service Coordinator in the Paediatric Endocrinology and Diabetes Service. Please note, this reporting line may be subject to change. Professionally, the position holder will be responsible to the Director of Allied Health, Women, Youth and Children (WYC) Division and supported by the discipline Profession Lead.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

Commitment to kind, compassionate, and respectful person-centred care

Highly conscientious and professional in all aspects of work

Ability to work within a multidisciplinary team environment and with external stakeholders.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualification in a health or related discipline and/or postgraduate qualifications in health, behavioural science or management.
- Applicants must have a minimum of 5 years post-qualification experience.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- Knowledge of and/or experience working with people with gender concerns and/or variations in sex characteristics.
- Applicants with a background in social work, occupational therapy, genetic counselling, or other similar health professions would be well suited to this position.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination procedure.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This position is part-time at 25.72 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Pip Golley 5124 4236 pip.golley@act.gov.au

Women, Youth and Children

Maternity

Registered Midwife Level 1 TTPP Continuity Program

Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 16931 - 0297K)

Gazetted: 02 March 2023

Closing Date: 16 March 2023

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 1 to join our midwifery continuity of care team. Your professional growth will be supported by our midwifery team including midwives on the floor, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Manager (CMM).

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and expansion of our homebirth service. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.

The Midwifery Continuity of Care service is family centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. CHWC staff are committed to providing care that is focussed on the individual's unique needs, expectations, and aspirations; recognises the individual's right to self-determination in terms of choice, control, and continuity of care; and address their social, emotional, physical, psychological, spiritual, and cultural needs and expectations. We provide family-based care with an emphasis on partnership with families at this important time. The environment is breast feeding friendly and we provide a safe, functional, and comfortable work environment for all staff. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of midwifery led care.

Reporting to the Clinical Midwifery Manager, the level 1 Registered Midwife will work within a continuity team, providing continuity of care to a caseload of women. The midwife is responsible for coordinating safe and effective delivery of care to women and babies during pregnancy, birth, and postnatal period. The midwife is responsible for providing care that meets quality and safety standards and will work collaboratively with the multidisciplinary team and with consumers of maternity services. The level 1 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

Successful midwives will work with a reduced caseload (75% FTE) to ensure time and space for learning and reflection. They will be allocated a buddy/mentor, who is passionate Level 2 midwife that nominated for the role. Expected engagement in the program includes regular meetings with your mentor, regular meetings with peers, demonstrated commitment to working across the full scope of midwifery practice (including suturing and intravenous cannulation) and demonstrated commitment by the end of the program to be working towards a level 2 continuity midwife duty statement. This rotation is subject to 6 monthly reviews with the CMM to ensure that midwives are supported to be achieving their goals as set out in their performance plans.

ABOUT YOU

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Behavioural Capabilities

Demonstrated sound level interpersonal, communication and customer service skills

Sound organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating safe and effective midwifery care

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Ability to work autonomously and effectively within a small team environment.

Position Requirements/Qualifications:

- Relevant tertiary qualifications and completion of a 12-month midwifery graduate program

- Eligible for registration as a Midwife with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- This is an on-call position and when on call the applicant needs to be available within 30 minutes of the Centenary Hospital for Women and Children
- Must hold a current driver's license.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This is a temporary position available for 18 months.

Contact Officer: Chloe Norton (02) 5124 7348 chloe.norton@act.gov.au

Medical Services Group

Medical Imaging - Ultrasound

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 28998, several - 02970)

Gazetted: 02 March 2023

Closing Date: 17 March 2023

Details: **Our Vision:** creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

Full time, part time, and casual positions available. These positions require a high level of specialist knowledge to provide novel complex and critical ultrasound service delivery under broad supervision of the MI5. This is a Clinical health MI4 role which requires the applicant to demonstrate a specialist level of ultrasound knowledge, skills experience, and professional leadership. Independent professional judgement in problem solving and service management is required to deliver the essential ultrasound service of a major tertiary hospital.

Notes: An order of merit will be established which may be used to fill future full-time and/or part time, permanent and temporary positions at level, which may arise over the next 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on written application and referee reports only.

DUTIES

Under limited direction of the Ultrasound Modality Manager you will deliver high level ultrasound clinical services across a broad range of ultrasound examinations.

You will:

Provide leadership, management, supervision and clinical services within the Ultrasound modality, Medical Imaging Department at Canberra Health Services.

Exercise independent professional judgement to perform novel, critical and complex ultrasound examinations for inpatients and outpatients, including interventional procedures.

Contribute to the development of clinical practices, procedures and protocols that support the continuum of care engaging cross-discipline referencing where relevant

Participate in research and development programs.

Plan and provide comprehensive education training and other mentoring to existing and new staff including Sonographers, registrars, and other visiting Health Professional students

Participate in Quality Assurance and Quality Control programs.

Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

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Behavioural Capabilities

Strong organisational skills.

Work independently and as a member of a multi-disciplinary team.

High level communication skills.

Position Requirements/Qualifications:

A degree or diploma in Medical Ultrasound or equivalent qualifications.

Current registration with the Australian Sonographer Accreditation Registry.

Minimum of 5 years' experience working professionally in the ultrasound speciality is preferred.

The successful applicant will be required to participate in the weekend shift and out of hours on call roster

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Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals

Undergo a pre-employment National Police Check.

Contact Officer: Leigh Bush 0407406041 leigh.bush@act.gov.au

Women Youth and Children

Community Health Programs

Adolescent CNC

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 60418 - 02909)

Gazetted: 02 March 2023

Closing Date: 16 March 2023

Details: **Our Vision:** creating exceptional health care together

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

School Youth Health Nurse Program

This program assists young people in high school to make a safe transition into adulthood while laying the 'foundations' for health promoting behaviours and attitudes, which will continue through their life span. The School Youth Health Nurse works with a preventative focus including early identification, brief intervention, and

harm minimisation activities. The nurse is often the first point of contact for young people, their families and school community members seeking information, advice, and support in health matters. For issues requiring treatment or intensive counselling, they play an important role in providing referral for clients to the relevant agencies and the school counsellor.

This advertisement is for a temporary part-time job-sharing role (0.53 FTE) for a period of 12 months, with the possibility of extension and/or permanency. The required days will be Monday, Tuesday and every second Wednesday.

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet client's needs

Kindness

The ability to manage competing priorities.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications and comprehensive experience working professionally in Adolescent Primary Health,

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver's license.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Note: This advertisement is for a temporary part-time job-sharing role (0.53 FTE) available for 12 months, with the possibility of extension and/or permanency. The required days will be Monday, Tuesday and every second Wednesday.

Contact Officer: Ruth Evans 0408 648 945 Ruth.evans@act.gov.au

Medicine

Ambulatory

Gastroenterology and Hepatology

Registered Nurse Level 2 - Gastroenterology and Hepatology Unit

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 52595, several-02984)

Gazetted: 03 March 2023

Closing Date: 21 March 2023

Details: **Our Vision:** creating exceptional health care together

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT)

and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

The Gastroenterology and Hepatology Unit (GEHU) consists of an endoscopy unit and outpatient clinics. The GEHU provides a range of gastroenterological interventional and diagnostic services including, but not limited to, gastroscopy, colonoscopy, bronchoscopy, endoscopic retrograde cholangiopancreatogram, endoscopic ultrasounds, and an Anorectal manometry service. The outpatient clinics include the inflammatory bowel disease (IBD) service, liver disease service, National Bowel Cancer Screening program.

ABOUT YOU

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Behavioural Capabilities

Excellent interpersonal skills with a proven ability to provide leadership to and work effectively as part of a multidisciplinary team to achieve service delivery objectives

Drive for ongoing personal and professional development

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Position Requirements/Qualifications:

Mandatory

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications.

The successful applicant will need to be for weekend and after-hours work

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

For more information about this role "click here"

Contact Officer: Alice Whitbread 0421 621 212 Alice.Whitbread@act.gov.au

Cancer and Ambulatory Services

Medical Physics and Radiation Engineering

Senior Diagnostic Medical Physicist

Senior Medical Physics \$162,616 - \$190,761, Canberra (PN: 21212 - 028FL)

Gazetted: 03 March 2023

Closing Date: 4 April 2023

Details: **Our Vision:** creating exceptional health care together

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiology, nuclear medicine and radiation oncology giving our department a collegial diversity of medical physicists working together. The team is responsible for services, advice, education and

research in the safe use and effective applications of medical radiation to service departments and more generally as required. These departments primarily include Medical Imaging, Radiation Oncology, Cardiology, BreastScreen and Oral Health Services. The successful candidate will contribute to the delivery of state-of-the-art medical physics services and advice for our client departments in the use of ionising and non-ionising radiation. Canberra Health Services has a large range of registered ionising radiation source devices, from intra oral dental units, general x-ray through to angiographic and CT equipment that require medical physics services through their equipment lifecycles such as specialist procurement advice, shielding, commissioning and ongoing performance testing, etc. The Critical Services Building is currently being constructed with three floors of the building housing clinical x-ray imaging equipment, as well as MRI and ultrasound equipment. Consistent with a focus on patient care and regulatory requirements, the senior diagnostic radiology medical physics specialist will support management and provision of audit processes that involve patient irradiation, often being a first step in the collaborative process of procedure optimisation. A significant part of the role is educating within a DIMP TEAP program as well as commitments in radiologist education for the Applied imaging Technology examinations. There is also a strong commitment to radiation safety training for all radiation users. Our team welcomes collaborative research with active collaborations with University of Sydney, Wollongong University, and the Australian National University, as well as hospital wide research work within allied health.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes: Researches and consults widely to make evidence-based choices using a variety of sources and use information to effectively solve problems and prioritise. Develops shared knowledge and understanding that contributes to effective coordination, improved team performance and enhanced service outcomes.

Has an adaptive mindset, continuously learning and keeping abreast of technology and emerging thinking.

Prioritises workload appropriately and establish realistic timeframes for the completion of work and take accountability for my performance and achievement of results.

Position Requirements/Qualifications:

Mandatory

Registered, or demonstrate eligibility for registration, on the register of Qualified Medical Physics Specialists in Diagnostic Imaging Medical Physics administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).

Hold a higher degree (M. Sc. or higher) majoring in physics from an accredited university.

Experience working as a medical physicist in a clinical environment.

Eligible for, or possess, an ACT radiation licence

The successful applicant will need to be available for occasional weekend and after-hours work.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Hold a PhD in Medical Physics.

Experience in teaching diagnostic imaging medical physics registrars

Hold certification from the ACPSEM, or equivalent, in one or more of the following: Mammography equipment tester, Radiation Safety, Nuclear Medicine Physics.

Have experience in magnetic resonance imaging, preferably in a clinical environment.

Have experience in laser safety, preferably for medical lasers.

Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Ben Cooper 51245300 Ben.cooper@act.gov.au

Division of Nursing and Midwifery and Patient Support Services

Patient Support Services

Wardsperson

Health Service Officer Level 3/4 \$55,350 - \$59,336, Canberra (PN: 54089 - 0298M)

Gazetted: 03 March 2023

Closing Date: 17 March 2023

Details:

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Wardsperson position is a support to the clinical staff and provide assistance with patient care. The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays. These positions are to assist with patient manual handling and transport throughout the hospital campus, and to assist in code response. The above Advertised positions are fulltime permanent and part time permanent positions.

ABOUT YOU

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Behavioural Capabilities

Good communication skills: To ensure effective teamwork and that all Hospital Assistants comply with policies and procedures that are relevant to their work performance.

Teamwork: An understanding of the importance of teamwork and the ability to work collaboratively to create a positive culture and deliver a quality service.

Adaptability and flexibility: To accommodate change and provide responsive services to meet clients' needs

Position Requirements/Qualifications:

Desirable:

Understanding of Infection Prevention and Control Processes within a healthcare facility

Knowledge of Wardsperson duties and understanding of the Patient Support Services commitment to client services and outcomes.

Ability to work Monday to Friday or shift work at 76 hours a fortnight as required within all areas of the Hospital.

Hold a current driver's licence

The successful applicant may need to be available for occasional weekend and after-hours work.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This is a temporary position available for six months with the possibility of extension and/or permanency.

Contact Officer: Mathew Fitzpatrick (02) 6244 2610 Mathew.Fitzpatrick@act.gov.au

Division of Medicine

Ambulatory

Inflammatory Bowel Nurse – GEHU

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29110 - 0297Y)

Gazetted: 03 March 2023

Closing Date: 17 March 2023

Details:

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS

website: www.canberrahealthservices.act.gov.au

The Gastroenterology and Hepatology Unit (GEHU) consists of an endoscopy unit and outpatient clinics. The GEHU provides a range of gastroenterological interventional and diagnostic services including, but not limited to, gastroscopy, colonoscopy, bronchoscopy, endoscopic retrograde cholangiopancreatogram, endoscopic ultrasounds, and an Anorectal manometry service. The outpatient clinics include the inflammatory bowel disease (IBD) service, liver disease service, National Bowel Cancer Screening program.

The IBD level two nurse role involves supporting patients with relevant conditions, providing evidence-based care, counselling and educating patients and planning care that aligns to national IBD practice guidelines. The level two nurse supports the service's medical consultants in the planning and delivery of outpatient care including medication initiation and patient education. The role will also facilitate nurse-led clinics to provide pre-treatment screening, monitoring after initiation of medication and training of staff and patients in the use of specialist medications. Nurse led clinics will assess patients with acute changes in symptoms and relapses, with the aim of improving access to specialist care. They will triage and refer patients as needed to the multidisciplinary team to provide holistic care for patients with chronic health conditions.

ABOUT YOU

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Behavioural Capabilities

Excellent interpersonal skills with a proven ability to provide leadership to and work effectively as part of a multidisciplinary team to achieve service delivery objectives

Drive for ongoing personal and professional development

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Position Requirements/Qualifications:

Mandatory

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Alice Whitbread 5124 3488 Alice.whitbread@act.gov.au

Medicine

Obesity Management Service

Service

Exercise Physiologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 33411 - 02973)

Gazetted: 02 March 2023

Closing Date: 30 March 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The position entails working as part of Obesity Management Service inter-disciplinary team to promote positive patient outcomes through the provision of high-quality clinical services, case management, health promotion and quality improvement activities and education.

Clinical service delivery may include group and individual therapy for people with morbid obesity. Interventions provided by the Exercise Physiologist within the service may include counselling to improve physical activity and lifestyle patterns around exercise, individualised clinical exercise prescription and supporting patients through the inter-disciplinary journey with OMS.

DUTIES

Under limited direction of the OMS Clinical Coordinator, you will perform Clinical service delivery as group and individual therapy for people with morbid obesity.

You will:

Provide a high level of skilled clinical assessment and interventions across a range of clinical areas, in particular the management of patients with obesity and chronic 2 disease. Normal clinical work under general professional guidance and novel or complex tasks under professional supervision.

Establish effective working relationships and liaison with other health professionals, service administrators and community organisations to ensure effective management of patients within the Obesity Management Service. Encourage and support patient self-management at home and in the community setting through the provision of patient-centred clinical care coordination/ case management, patient/carers/family education and assisting with access to appropriate health and community services.

Contribute to the planning, development and evaluation of client programs and services. Under supervision, participate in and/or implement and coordinate research programs in relevant areas of service delivery.

Work with other services and community agencies/groups to develop partnerships for health promotion, education and other service delivery activities identified in the business plan to improve the health and wellbeing of adults with obesity.

Participate in and provide professional supervision and/or training to other staff and students.

Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

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Behavioural Capabilities

Display a high level of critical thinking and clinical reasoning, forming justifiable conclusions based on evidence and sound judgement.

Ability to manage confidential and sensitive information.

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Commitment to achieving positive outcomes

Position Requirements/Qualifications:

Exercise Physiology Degree or equivalent qualification from a recognised tertiary institution, with a mandatory minimum of three years post-qualification clinical experience.

Previous clinical experience working with obesity and chronic disease is desirable.

Current accreditation or eligibility for accreditation with Exercise and Sports Science Australia (ESSA)

Current drivers licence is desirable

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a part-time permanent position available at 22.05 hours per week (three days) and the full-time salary noted above will be paid pro-rata.

Contact Officer: Jane Osborne (02) 51241552 jane.osborne@act.gov.au

Allied Health

Acute Allied Health Services, Nutrition

Paediatric Dietitian

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 26451 - 029AI)

Gazetted: 07 March 2023

Closing Date: 24 March 2023

Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

This is an exciting opportunity for an experienced Paediatric Dietitian to join an innovative and progressive dietetic team who provide high quality, effective, person-centred care to inpatients and outpatients in the ACT and surrounding regions.

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include;

- Clinical Dietetic Services to:
 - Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit.
 - Outpatients requiring specialist care from the ACT and regional NSW.
- Operation of centralised Special Diet Service.
- Operation of Infant Feeding Service.
- Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities.

- Food Service governance activities in partnership with the Canberra Hospital Food Service Department.

Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

This position works primarily in paediatrics however is required to work flexibly across services, locations and programs including participating in an after-hours roster, including potential for weekend and public holiday work and on-call duty.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

1. Strong organisational and interpersonal skills with a high degree of drive.
2. Strong clinical leadership and supervision skills.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' and service needs.

Position Requirements/Qualifications:

Mandatory

- Relevant undergraduate or postgraduate qualification in Nutrition and Dietetics and a minimum of three years' experience working professionally in Nutrition and Dietetics.
- Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.
- Hold a current driver's licence.
- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: Part-time hours will be considered and the full-time salary noted above will be pro-rata.

Contact Officer: Sarah Gordon (02) 5124 2567 sarah.gordon@act.gov.au

Women Youth and Children

Women, Youth and Children

Booking and Scheduling

Administration Support Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 25103-0292L)

Gazetted: 02 March 2023

Closing Date: 16 March 2023

Details: **Our Vision:** creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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Canberra Health Services is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities and aligning them with ACT Health's Territory Wide Services Framework.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra, and the Australian Catholic University.

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Antenatal services, including Fetal Medicine Unit

Paediatrics

Reporting to the Administration Manager, this position contributes to the daily support of programs within their local area, both front and back of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. The role is responsible for one team but can be required at times to move into other teams, where operationally required.

ABOUT YOU

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Behavioural Capabilities

Ability to collaborate with team members to share appropriate information to achieve shared goals.

Adaptability to accommodate change and new ideas.

Willingness to go the extra distance in delivering services to our clients

Position Requirements/Qualifications:

Current Driver's Licence

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

For more information on this position and how to apply "click here"

Contact Officer: Sandra Fisher (02) 51247677 Sandra.Fisher@act.gov.au

ACT Pathology

Administration

Asset and Contracts Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60449 - 02981)

Gazetted: 02 March 2023

Closing Date: 20 March 2023

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at eight other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Asset and Contracts Manager is a newly created position that reports to the Director of Laboratory Operations.

The role has responsibility for the management of ACT Pathology assets, procurement activities and the associated contracts in consultation with Laboratory Managers and the Director of Laboratory Operations.

As part of the ACT Pathology Team the role will use a project management-based approach ensure that:

procurement activities are consistently managed across ACT Pathology.

compliance with all relevant legislation is achieved.

best practice procurement processes are implemented; and,

value for money is achieved for CHS.

contracts are managed as per contract management plans

asset replacement schedules are actively managed

We are seeking an individual that has experience in asset and contract management. You will also be familiar with procurement principles and enjoy working in partnership with others. You will provide specialist advice and support to stakeholders to facilitate the successful delivery of procurement activities, working collaboratively with CHS procurements, Procurements ACT, and ACT Pathology senior management. In addition, the position will play an important role in developing skills across ACT Pathology in a range of areas such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and lead others in a dynamic environment.

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals.

ABOUT YOU

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Behavioural Capabilities

Effective and positive leadership skills to build a positive culture of feedback, reflective practice and learning by fostering a collaborative learning environment.

A high-level communicator, with demonstrated interpersonal skills to establish and maintain effective working relationships across the organisation, and proven ability to liaise with both technical employees and business users.

Ability to work with a high degree of autonomy, think about future challenges with ability to influence the team and stakeholders to implement innovative solutions.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement, and the ability to positively influence outcomes aligned with the CHS strategic and corporate plans

Position Requirements/Qualifications:

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Relevant tertiary qualifications and experience in either clinical, operational management or policy development

- A minimum of five years' experience working professionally in a public sector and /or demanding client project environment is preferred.
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 11 months.

Contact Officer: Simon Newton (02) 5124 2893 Simon.Newton@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Perinatal and Infant Mental Health Consultation Services

Perinatal Mental Health Administration Services Officer Level 3

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 60386 - 0294S)

Gazetted: 02 March 2023

Closing Date: 16 March 2023

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Perinatal and Infant Mental Health Consultation Service (PIMHCS) is a community based, multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant, and in the first year after birth. We aim to provide specialist perinatal consultation, mental health assessment and advice to clients and to referring services.

The Mother-Infant Dialectical Behaviour Therapy (MI-DBT) program is a new program for women in the perinatal period with Borderline Personality Disorder and/or complex Post-Traumatic Stress Disorder. These conditions are characterised by difficulty with emotional regulation, self-harm, and challenges in relationships. The MI-DBT group helps mothers to learn to manage their own emotional dysregulation, and also to help their children to manage emotions, feel safe, and build trust in the attachment relationship.

This role requires the provision of high-quality customer service to all people accessing the PIMHCS and MI-DBT programs. Although the role is primarily attached to the MI-DBT team, you will also provide administrative support to the PIMHCS and broader CAMHS teams, alongside a team of administrative officers.

ABOUT YOU

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Behavioural Capabilities

good customer services skills to provide helpful, non-judgemental and professional customer service to people who attend the program

administration skills to be able to provide quality work outputs

organisational skills to be able to manage workload

Position Requirements/Qualifications:

Mandatory

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Experience working in a busy work and sometimes challenging environment.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This is a permanent part-time position at (22.05) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Angela Freeman (02) 5124 3133 Angela.Freeman@act.gov.au

Medical Services

Healthcare Technology Management (HTM)

Project Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 30457 - 0294N)

Gazetted: 02 March 2023

Closing Date: 20 March 2023

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The position reports to the Clinical Asset Manager, HTM, and is responsible for the efficient implementation of equipment management programs for a broad range of medical equipment and systems, including the relevant projects that are required to be undertaken to enable that.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Good communication and interpersonal skills

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Position Requirements/Qualifications:

- Bachelors degree in Biomedical Engineering or other equivalent qualifications Relevant to biomedical engineering and a minimum of five (5) years' experience working professionally in Biomedical Engineering field.
- Be registered or be eligible for registration with one of the professional agencies such as Engineers Australia or Professional Australia.
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Current driver's licence,
- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Shiva Sivasubramaniam 0481900746 Shiva.Sivasubramaniam@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Executive Director, Mental Health, Justice Health, Alcohol and Drug Services

Executive Level 2.3 \$325,947 - \$339,001 depending on current superannuation arrangements, Canberra (PN: E622)

Gazetted: 07 March 2023

Closing Date: 21 March 2023

Details: Canberra Health Services (CHS) is seeking an experienced healthcare leader to fill the position of Executive Director, Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) on a five-year executive contract. Reporting to the Chief Operating Officer, the Executive Director MHJHADS leads and is accountable for strategic planning and decision making and operational service delivery for the division. This includes implementation of reforms to increase effectiveness and efficiency for the service areas to improve access and outcomes for consumers.

The position is responsible for acute, sub-acute and community-based health service delivery, and building and maintaining partnerships to deliver innovative models of care.

The incumbent will oversee the maintenance of safe facilities appropriate for the delivery of high-quality person and family centred, safe and high-quality patient care.

It is expected that the Executive Director will be an active participant within the executive leadership group for CHS. They will provide high level support and advice to senior leaders and team members to ensure organisation wide goals and objectives are met. The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with high level internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team.

Remuneration: The position attracts a remuneration package ranging from \$325,947 - \$339,001 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087.

Contract: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the Executive Capabilities of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathie O'Neill 0400101051 Cathie.O'Neill@act.gov.au

Women, Youth and Children

Community Health Program

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 28424 - 029CP)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details:

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS

website: www.canberrahealthservices.act.gov.au

The Division of Women, Youth and Children within Canberra Health Services provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a child and family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

Women, Youth and Children Community Health Program delivers a range of community-based services to children, families and women. These services are oriented towards primary health care: education and information designed to prevent poor health outcomes; early identification and referral; and the delivery of public health programs including immunisation and screening. Some services offer targeted interventions including secondary assessment and therapeutic counselling. Services are delivered within a multi-disciplinary context.

We are seeking an experienced Senior Director, Women, Youth and Children Community Health Programs to provide strategic leadership and operational management, co-ordination and planning to promote a multidisciplinary team culture to deliver high quality community based client services.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

- Flexible, adaptable and comfortable with a changing working environment.
- Strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders.
- Able to respond to and prioritise competing and often urgent requests in a calm and efficient manner, while maintaining high work standards and accuracy.
- Commitment to achieving positive outcomes for clients and the CHS organisation.

Position Requirements/Qualifications:

- Relevant public sector management qualifications and/or relevant public health sector experience is preferred.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This is a temporary position available for three months.

Contact Officer: Susan Freiberg 02 5124 7389 Susan.Freiberg@act.gov.au

Allied Health

Allied Health Services Physiotherapy

Advanced Musculoskeletal Practice Physiotherapist

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 17462, several - 029BT)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: **Our Vision:** creating exceptional health care together

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings predominately at Canberra Hospital. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, timely, high quality patient care.

The Advanced Musculoskeletal Practice Physiotherapy position(s) will provide physiotherapy services across the continuum of care to patients with musculoskeletal concerns. This position is held within the advanced musculoskeletal practice physiotherapy workforce and primarily conducts triage and screening services to orthopaedic outpatients.

Clinical supervision and professional development are provided through team structures, supervision support, competency-based assessments and professional development opportunities.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet client needs.

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

Degree or Diploma in Physiotherapy or equivalent Physiotherapy qualifications.

Be registered (or eligible for registration) as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Post-Graduate Masters level qualification (or equivalent) in relevant clinical field;

Agreement to complete the Advanced Practice Training programme including mandated external coursework within 2 years.

Desirable

Previous orthopaedic screening clinic experience.

Minimum of 5 years clinical experience post entry level qualifications in relevant musculoskeletal specialist areas.

Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: There is one Permanent Full-time and one Temporary Part-time position available. The temporary position is available for 10 months and is part-time at 0.5FTE and the full-time salary noted above will be pro-rata.

Contact Officer: Katie Vine 5124 2670 Katie.vine@act.gov.au

Office of the Chief Operating Officer

Liaison and Navigation Service

Operational Manager, Liaison and Navigation Service

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60588 - 029AE)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Liaison and Navigation Service (LaNS) is a new service that is being established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community services. It will focus on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports. The service comprises of a multidisciplinary team that assists patients and their supports to navigate the multiple services involved in their care. The service provides, and supports patient centred, integrated, and coordinated care. It works closely with acute and community services, and across health and human services, to reduce the challenges patients and their supports face when required to access multiple services, to ensure the highest quality of care. There has been a staged implementation of this service with the initial focus on improving the coordination of care for children accessing care in the ACT as inpatients and outpatients as well as specialist paediatric care interstate. Expansion of the Liaison and Navigation Service into the adult population will occur throughout 2023 and beyond.

The Operational Manager of the Liaison and Navigation Service will be responsible for the strategic development of the service and the leadership and management of the Adult and Paediatric Liaison and Navigation Services, managing the daily operations of the service, providing leadership and direction for this multidisciplinary team. The position will report to the Director, Integrated Care Program and be responsible for the development and continued collaboration with key partners and stakeholders across the health and human services. This will include ensuring sustainable systems are developed to support system change that reflects the complex health care needs of people within the service.

The Operational Manager will ensure the Liaison and Navigation team remains committed to and focussed on:

Placing people with complex health needs, and their families, at the centre of their own care

Involving the person and their care supports in care planning,

Anticipating and removing barriers to care,

Assisting clients and their supports to make durable connections to the services and supports they need,

Helping to solve problems, coordinate clinical care, and improve the flow of information between the care team and the person and their family,

Listening to clients and their supports and acknowledging that they are experts in their own health.

The successful applicant will have proven experience in effectively planning and managing a multi-disciplinary health service across a range of health care settings. They will have demonstrated experience providing leadership and strategic direction in a changing environment, and for developing and maintaining collaborative working relationships across services.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

1. Demonstrated leadership and management skills
2. Ability to communicate in a collaborative and influential manner, and to build and maintain effective relationships with a range of internal and external stakeholders
3. Adaptability, flexibility, and resilience to accommodate change and provide responsive services to meet patients' needs

4. Strong organisational skills, resilience, tenacity, and a willingness to problem-solve and advocate with and for patients and their supports.

Position Requirements/Qualifications:

- Relevant public sector management qualifications and/or experience working across the health sector.
- Hold a current Driver's Licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This role is a multi-classified position. This role has also been advertised under REQ ID 029AF for the Nursing and Midwifery discipline and REQ ID 029AH under the Allied Health discipline.

Contact Officer: Denise Lamb 51241793 denise.lamb@act.gov.au

Office of the Chief Operating Officer

Liaison and Navigation Service

Operational Manager, Liaison and Navigation Service

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 60588 - 029AF)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

The Liaison and Navigation Service (LaNS) is a new service that is being established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community services. It will focus on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

The service comprises of a multidisciplinary team that assists patients and their supports to navigate the multiple services involved in their care. The service provides, and supports patient centred, integrated, and coordinated care. It works closely with acute and community services, and across health and human services, to reduce the challenges patients and their supports face when required to access multiple services, to ensure the highest quality of care.

There has been a staged implementation of this service with the initial focus on improving the coordination of care for children accessing care in the ACT as inpatients and outpatients as well as specialist paediatric care interstate. Expansion of the Liaison and Navigation Service into the adult population will occur throughout 2023 and beyond. The Operational Manager of the Liaison and Navigation Service will be responsible for the strategic development of the service and the leadership and management of the Adult and Paediatric Liaison and Navigation Services, managing the daily operations of the service, providing leadership and direction for this multidisciplinary team. The position will be responsible for the development and continued collaboration with key partners and stakeholders across the health and human services and ensuring sustainable systems are developed to support system change that reflects the complex health care needs of people within the service.

The position will report operationally to the Director, Integrated Care Program and professionally through the Director of Nursing, Flow and Coordination Hub, Canberra Health Services.

The Operational Manager will ensure the Liaison and Navigation team remains committed to and focussed on: Placing people with complex health needs, and their families, at the centre of their own care,

Involving the person and their care supports in care planning,

Anticipating and removing barriers to care,

Assisting clients and their supports to make durable connections to the services and supports they need,

Helping to solve problems, coordinate clinical care, and improve the flow of information between the care team and the person and their family,

Listening to clients and their supports and acknowledging that they are experts in their own health.

The successful applicant will have proven experience in effectively planning and managing a multi-disciplinary health service across a range of health care settings. They will have demonstrated experience providing leadership and strategic direction in a changing environment, and for developing and maintaining collaborative working relationships across services.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

- Demonstrated leadership and management skills
- Ability to communicate in a collaborative and influential manner, and to build and maintain effective relationships with a range of internal and external stakeholders
- Adaptability, flexibility, and resilience to accommodate change and provide responsive services to meet patients' needs
- Strong organisational skills, resilience, tenacity, and a willingness to problem-solve and advocate with and for patients and their supports.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualifications in Nursing and a minimum of 5 years' experience working professionally in a health setting.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a current Driver's Licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Relevant public sector management qualifications or experience working in the health sector is desirable.
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Note: Please note, this role is a multi-classified position. This role has also been advertised under REQ ID 029AE for the Administrative discipline and REQ ID 029AH under the Allied Health discipline.

Contact Officer: Denise Lamb 51241793 denise.lamb@act.gov.au

**Mental Health, Justice Health and Alcohol and Drug Services - Child and Adolescent Mental Health
Perinatal and Infant Mental Health Consultation Service**

Administrative Services Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 23975 - 029AC)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS

website: www.canberrahealthservices.act.gov.au

The Perinatal and Infant Mental Health Consultation Service (PIMHCS) is a community based, multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant, and in the first year after birth. We aim to provide specialist perinatal consultation, mental health assessment and advice to clients and to referring services.

This role requires the provision of high-quality customer service to all people accessing the PIMHCS programs.

Although the role is primarily attached to the PIMHCS team, you will also provide administrative support to the broader CAMHS teams, alongside a team of administrative officers.

We are looking for someone with experience working in a busy work and sometimes challenging environment, who is warm, respectful and organised.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

good customer services skills to provide helpful, non-judgemental and professional customer service to people who attend the program

administration skills to be able to provide quality work outputs

organisational skills to be able to manage workload

Position Requirements/Qualifications:

Mandatory

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Experience working in a busy work and sometimes challenging environment.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Contact Officer: Bridget Dillon (02) 5124 3133 Bridget.Dillon@act.gov.au

Women, Youth and Children

Maternity

Registered Midwife Level 2 Continuity

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 22445, several-0297N)

Gazetted: 02 March 2023

Closing Date: 16 March 2023

Details: **Our Vision:** creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS

website: www.canberrahealthservices.act.gov.au

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 2 with an interest in providing clinical leadership in the midwifery led continuity of care program.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and expansion of our continuity of care and homebirth service. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year. Our continuity of midwifery care program provides maternity care to low risk women planning to birth in the Birth Centre environment and continuity of midwifery care to 'all risk' women with a plan to birth in our Birthing Suite. The program also offers publicly funded homebirth to women meeting eligibility requirements

The Midwifery Continuity of Care service is family centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. CHWC staff are committed to providing care that is focussed on the individual's unique needs, expectations, and aspirations; recognises the individual's right to self-determination in terms of choice, control, and continuity of care; and address their social, emotional, physical, psychological, spiritual, and cultural needs and expectations. We provide family-based care with an emphasis on partnership with families at this important time. The environment is breast feeding friendly and we provide a safe, functional, and comfortable work environment for all staff. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of midwifery led care.

The advertised position is for a case load midwife providing continuity of midwifery care during the antenatal, birth and postnatal periods, working in the community, women's home and within CHWC.

Reporting to the Clinical Midwifery Manager, the level 2 Registered Midwife is responsible for providing midwifery leadership within a continuity team, providing continuity of care to a caseload of women. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services. The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

Demonstrated high level interpersonal, communication and customer service skills

Well-developed organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership

Ability to work autonomously while working effectively within a small team environment

Position Requirements/Qualifications:

Mandatory

Relevant midwifery and/or nursing qualifications

Eligible for registration as a Midwife with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

This is an on-call position and when on call need to be available within 30 minutes of the Centenary Hospital for Women and Children

Must hold a current driver's licence.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Minimum of four years' experience working professionally in midwifery.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy

Note: There are several full-time positions available.

For more information on how to apply "click here"

Contact Officer: Chloe Norton (02) 5124 7348 Chloe.p.norton@act.gov.au

Canberra Institute of Technology

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Finance

Manager Financial Accounting, Polices and Financial Assurance

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59593)

Gazetted: 02 March 2023

Closing Date: 30 March 2023

Details: CIT is looking to engage a suitably qualified and experienced finance/ business professional to join the Finance team in delivering key business services for Colleges and Divisions in the provision of vocational education and training (VET) services.

Reporting to the CFO and directly responsible for financial accounting and financial policy, to be successful in the role, candidates must be able to demonstrate a high level of technical competency in accrual based financial management and general accounting. The position leads two small teams where collaboration, innovation and client service are the cornerstones to delivering optimal client outcomes including delivery of the annual financial statements and the development, delivery and maintenance of financial policy. The financial policy element includes ensuring compliance with applicable Australian Accounting Standards.

The ability to communicate clearly and concisely in all forms with internal and external stakeholders is essential to be effective in the role.

From the technical perspective, prior experience in a similar role is essential where demonstrable accrual accounting and management experience is required.

A key function is to ensure that all accounting information, records and reconciliations are accurate and up to date where that information will also be utilised for internal and external reporting, costing, budgeting, forecasting and to inform internal decision making. Managing the external financial statements audit process is a key element of the role.

Liaison with other areas within and external to the CIT Corporate Services Division is an ongoing requirement of the role. There will be the occasional requirement to provide direct technical and administrative support to other areas in peak times (e.g., for developing budgets, providing input into the costing model and responding to internal and external queries). Quality assurance is a key responsibility of the role where accuracy, attention to detail and the ability to convey information in the required format and on time is required. Established writing skills alongside the required technical expertise is also required.

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

CIT supports workforce diversity and is committed to creating an inclusive workplace. As a part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disabilities and those who identify as LGBTQI are encouraged to apply.

Eligibility/Other requirements:

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

Relevant post-secondary qualifications in accounting, commerce or business is highly desirable.

Membership of a peak accounting body (e.g., CPA Australia, IPA, CA ANZ) will be highly regarded.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the 12 months. This process will undergo at least two forms of assessment. This could be in the form of an application and Referee Reports, or application and interview, or application, interview and Referee Reports.

How to Apply: Please provide a written application of no more than 1,000 words addressing the Selection Criteria outlined in the Position Description demonstrating with examples, your suitability to the role. Please provide with the application, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Tong (02) 6207 3197 Greg.Tong@cit.edu.au

Education and Training Services

CIT Trade Skills

Building Management

Building Management Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 60555, several)

Gazetted: 07 March 2023

Closing Date: 21 March 2023

Details: CIT is seeking to fill full-time temporary contract and casual positions in the role of Teacher Level 1 in the Building Management and Engineering, CIT Trade Skills College, located at Bruce Campus.

The successful applicants will work as part of the building management team to ensure consistently high education and training outcomes to a range of learner cohorts.

The successful applicant will need a strong background in the building and construction management industry and in Vocational Education and Training.

PLEASE NOTE: applicants do not have to possess direct teaching experience, as we can train you on how to become a great VET Teacher. We place more value on people with the relevant trade qualifications, industry experience and right attitude.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 - 2021, Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:
o hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

o where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set) and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Mandatory Licensing

Possess the following ACT Construction Occupation Licences or Jurisdictional equivalent.

i. B or Class building licence or equivalent

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 - 2021.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Notes: This is a temporary position available immediately for 11.5 months. The full-time salary noted above will be paid pro-rata for the casual positions. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: For temporary positions, please click the Apply Now button below and you will be re-directed to the ACTGOV Jobs page. You will be asked to submit your resume including referees, and a one page pitch outlining how your Skills and Experience meet Selection Criteria and why you would make an excellent CIT Teacher.

If you are interested in applying for a casual teacher position, please register your interest now at

<https://employmentregister.cit.edu.au/casualTeacher.xhtml> or contact Tony Cowlshaw on 6205 9840.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patricia Collins (02) 6205 5491 Patricia.Collins@cit.edu.au

CIT Education and Training Services

CIT Health, Community and Science

CIT Wellbeing

Head of Department, Community Work

Manager Education Level 1 \$133,267, Canberra (PN: 51877)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: The Health, Community and Science (HCS) College at Canberra Institute of Technology (CIT) is seeking an outstanding Head of Department in the CIT Community Work Department who, through quality leadership and management of education and related activities, will contribute to the achievement of the department, College and organisational goals.

The CIT Community Work Department delivers training from certificate III level through to Diploma level qualifications in the areas of Alcohol and Other Drugs, Community Development, Community Services, Mental Health, Population Health, and Youth Work. The department also delivers a range of industry specific programs including non-accredited courses for the continual education of industry professionals. Training is delivered through full time, part time and flexible study modes. The department works collaboratively with industry and with other areas across the College of Health, Community and Science and CIT to create unique innovative learning opportunities for students.

The Head of Department role requires an exceptional leader who possesses strong communication and teamwork skills in managing a dynamic team of administrative and teaching staff to ensure excellence in delivery in the Vocational Education and Training (VET) sector. This includes the development of innovative and customised models of delivery and assessment while ensuring the provision of high-quality customer service to learners. The successful candidate will also need to provide leadership in establishing and sustaining collaborative relationships with community, industry and other key stakeholders, and provide advice and proactive leadership to increase departmental and college revenue. The ability to model the CIT cultural traits is critical.

Eligibility/Other requirements

All managers at Manager Education Level must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), and a Diploma in Vocational Education and Learning.

Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught.

Industry experience is highly desirable, though this does not have to be in the relevant discipline being supervised. Bachelor of Education, Management or relevant higher-level qualification and working and management experience within the Community Work sector is desirable.

Notes: This is a permanent position to be filled by mid-April 2023

How to Apply: Please submit a two-page pitch on why you think you are the best person for the job. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role and clearly linked to the selection criteria. Please provide two referee reports along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below

Contact Officer: Sam Mills (02) 6207 3251 sam.mills@cit.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Board and CEO

Office of the CEO

Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07163)

Gazetted: 07 March 2023

Closing Date: 14 March 2023

Details: Are you interested in contributing to building the ACT's future workforce? Do you thrive in a dynamic, high-pace environment and enjoy a variety of duties?

The Canberra Institute of Technology (CIT) is a dynamic, connected, and diverse vocational education and training institution and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*.

CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally, and internationally.

We are looking for an experienced Executive Assistant with personal drive and integrity join the Executive Support team, and provide administrative and operational support to the CEO of the CIT.

To be competitive for this role you will need to be highly organised, thrive in a dynamic workplace and have high level coordination skills. Strong communication and stakeholder management experience are key to success in this role. You will need to demonstrate a high degree of independence and confidentiality, while being adaptive in the workplace to meet requirements of a fast-paced environment. Experience working in an Executive Office in the Australian Public Service, ACT Public Service or similar is highly desirable.

The role encompasses a wide range of Executive support duties, including diary management, making travel and meeting arrangements, coordination and liaison on the Institute's activities and assisting in workflow progression. CIT supports flexible working arrangements, *and individual working arrangements that meet and achieve business needs can be negotiated.*

CIT is committed to building a diverse workplace through an inclusive workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with disability, and LGBTIQ+ people, are encouraged to apply.

Eligibility/Other requirements

Experience in an Executive Office and/or in the Australian or ACT Public Service is highly desirable.

The ability to work flexibly under limited supervision is required

Experience in the use of HP TRIM and Microsoft Sharepoint is desirable

Note: This is an expected permanent vacancy. This temporary position will be initially filled for four months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: Please provide a one-page pitch outlining your suitability for the advertised role and a current curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: CarolinaD Ross (02) 6205 3309 carolinad.ross@cit.edu.au

Chief Minister, Treasury and Economic Development

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Coordinator-General, Climate Action

Temporary Vacancy (13 March 2023 until 31 March 2023)

Chief Minister, Treasury and Economic Development Directorate

Policy and Cabinet

Position: E1171

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Senior Executive Band 2 and Band 3

Date circulated: 3 March 2023

The Chief Minister, Treasury and Economic Development Directorate are seeking applications for the short-term filling Coordinator-General Climate Action, Policy and Cabinet Division.

In line with our objective of encouraging mobility across the ACTPS, I am seeking Expressions of Interest from interested Executives who may wish to take an opportunity to backfill the role of Coordinator-General Climate Action from 13 March 2023 until 31 March 2023.

Note: This opportunity is only open to ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$383,071 - \$398,430 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$341,319.

To apply: Interested applicants are requested to submit a covering letter, current curriculum vitae and the details of two referees. A detailed application is not required. Please submit to Sam Engele via email, sam.engele@act.gov.au by COB 7 March 2023.

Contact Officer: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

Digital, Data and Technology Services

Technology Services Branch

Network Communications and Facilities Services

Senior Director Network Communications and Facilities Services

Senior Officer Grade A \$157,201, Canberra (PN: 17026)

Gazetted: 02 March 2023

Closing Date: 23 March 2023

Details: Digital Data and Technology Solutions are seeking an experienced, committed and enthusiastic leader to join the Technology Services Branch (TSB). The new Senior Director will lead the Network Communications and Facilities Services section in the provision of enterprise network, data centre and communications solutions that underpin customers current and future business needs across the Territory.

The Technology Services Branch (TSB) delivers a diverse range of customer focussed and technically efficient products, support and core technology solutions that underpin service delivery across the ACT Government in line with the territory Digital Strategy. This includes identifying and delivering key strategic technology investment priorities including the adoption of location independence and cyber-resilience.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other requirements: Current Australian Government Security Vetting Agency (AGSVA) Negative Vetting level 1 (NV1) security clearance or ability to obtain and hold a NV1 security clearance is mandatory. This position does involve direct supervision of up to 60 staff with up to 6 direct reports.

Notes: This is a permanent position, based at Winyu House in Gungahlin which is transitioning to Activity Based Work (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part time may also form part of the flexible work arrangements for this position. A Merit Pool will be established from this selection process and may be used to fill similar vacancies over the next 12 months.

How to Apply: If you are interested in applying for this position, please provide a written statement, maximum three pages total, responding to each of the seven capabilities in the 'What You Require' section of the Position Description. As well as a copy of your current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ash Rutledge (02) 6207 5293 Ash.Rutledge@act.gov.au

Strategic Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 38533, several)

Gazetted: 02 March 2023

Closing Date: 23 March 2023

Details: Are you ready to take the next step in your career as a finance professional? Do you want the opportunity to have a direct impact on the community where you live? Then this opportunity is for you! The CMTEDD Strategic Finance team is looking for several Senior Finance Officers. These roles will give you the opportunity to learn about what drives financial performance across the diverse businesses that make up CMTEDD, support good financial management practices and get involved in projects designed to improve financial outcomes.

Our ideal candidate will bring with them experience in any of the following areas: statutory financial reporting, management accounting, asset management, internal and external budget development, finance system design and administration. As a finance professional you will have well developed analytical skills, an eye for the detail, the ability to communicate and collaborate with stakeholders and great time management skills.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other Requirements

Tertiary qualifications in Accounting, Commerce, Finance or a related field along with professional membership of CPA/CAANZ are desirable.

Previous experience working with complex spreadsheets and financial management systems, in particular TM1, Oracle and CDM, would be an advantage.

Notes: There are several permanent positions available immediately. Selection will be based on the application, referee reports and interview. A merit pool may be established to fill future similar vacancies over the next 12 months.

How to apply: Applicants should provide a written pitch of no more than two pages addressing the professional and behavioural capabilities outlined in the Position Description. A current curriculum vitae should also be provided including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Yuliani Tan (02) 6207 0964 Yuliani.Tan@act.gov.au

Economic Development

Skills Canberra

ACT Migration

Program Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 60528, several)

Gazetted: 02 March 2023

Closing Date: 16 March 2023

Details: Skills Canberra is seeking motivated individuals to support the work of the ACT Migration team. Successful candidates need to be hard working with good attention to detail and the ability to make sound, evidence-based recommendations.

ACT Migration is responsible for the delivery of the ACT Skilled Migration program as well as providing high level policy advice about the role of skilled migration in the broader workforce needs of the Territory. As a program officer you will work in a small team with limited supervision to provide administrative support, contribute to the delivery of the ACT Migration Program, and undertake other duties appropriate to this level of classification.

Notes: There are several positions available with employment conditions ranging from casual, to part-time (at approximately 12, 15, 22, and 30 hours a week), and fulltime depending on the candidate. All positions are for five months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection

process and will be used to fill vacancies over the next twelve months. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. Selection may be based on application and referee reports only. The positions are based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to apply: please submit a one-page cover letter addressing the selection criteria, a current curriculum vitae, and contact details for two referees.

Please ensure your application outlines how your skills, qualifications, and/or experience make you an ideal candidate for the role. You should consider both the duties/responsibilities of the position and the selection criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hans vanDeursen (02) 6207 0839 Hans.vanDeursen@act.gov.au

Property and shared services

ACT property Group

Integrated Facilities Management

Property, Workplan and Building Report Coordinator (HVAC)

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 44534)

Gazetted: 02 March 2023

Closing Date: 21 March 2023

Details: The Project Officer is responsible for managing, capital and minor works projects, maintenance, and repairs to our client's assets in accordance with client's programs and expectations and relevant industry standards and guidelines. Have ability to prepare Tender documents for issue to approved ACT Property Group contractors and/or Public Tender. Examine and deliver the most efficient method to each project within budget and time limitations. Inspect work in progress to ensure the highest standards and correct codes are adhered to. Keep clear and up to date records for all projects; Enforce Workplace Health and Safety policies at all times: Add support and assistance to Managers and other ACT Property Group Staff and Supervisors as requested.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient, and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Technical/trade certificate in building related work or tertiary qualifications relevant to the Heating, Ventilation and Air Conditioning

Knowledge of hazardous materials management/removal

Contract management

This position requires a current driver's licence (car)

This position requires a pre-employment medical.

Qualification/s in Electrical are highly desirable. Certificate IV Project Management

Certificate IV WHS

Note: This is a temporary position available immediately for three months with possibility of extension up to 12 months. This position was advertised recently, Previous applicants need not apply.

Selection may be based on application and referee reports only.

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

1. Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
2. Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past.
3. Tell the panel how your abilities, ingenuity, experience, and qualifications make you the best person for this role.

A current Resume/Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris OConnell 0466 601 655 actpgcorporate@act.gov.au

Policy and Cabinet

Regional Infrastructure Planning and Transport

Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 39604)

Gazetted: 07 March 2023

Closing Date: 21 March 2023

Details: Policy Officer - Policy and Cabinet Division

The Regional, Infrastructure, Planning and Transport Branch of Policy and Cabinet provides whole of Government policy advice and support in relation to transport, infrastructure, economic development, planning, housing, environment, land and Auditor-General matters. In addition, the Branch leads the ACT Government’s regional and cross-border engagement and policy development, as well as coordinating ACT Government services in Jervis Bay Territory

The Policy Officer will be expected, under limited direction, to contribute to the outputs of the division. This may include providing high-quality policy advice and analysis, preparing and coordinating briefings and correspondence on Cabinet and Assembly business, maintaining professional relationships with stakeholders both internal and external to the division, coordinating advice to support participation in intergovernmental forums, contributing to the development of legislation on a range of reform initiatives, contributing to high-priority projects for the division, and undertaking other duties as required. This position does not involve direct supervision of staff, does not require a pre-employment medical and does not require a Working with Vulnerable People Check. This position currently requires Working from Home in response to COVID-19 and an activity-based working environment with unallocated desks when in the office.

Notes: This is a temporary position available until 31 October 2024 with the possibility of extension and or/permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply please provide a two page pitch addressing the selection criteria, your curriculum vitae and at least two referees.

Please submit a maximum two page pitch providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Barnett (02) 6207 0166 Vanessa.Barnett@act.gov.au

Corporate

People and Capability

Director Learning and Development

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 55528)

Gazetted: 08 March 2023

Closing Date: 15 March 2023

Details: This role is a great opportunity to develop and implement strategic approaches to learning and capability development across an organisation.

As the Director of the Learning and Development team you will be responsible for the planning, development and management of programs and initiatives that enhance the skills, knowledge and behaviours of the directorate to meet current and future business needs.

You will lead a small team, and work with a range of stakeholders, to enable this.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary vacancy available immediately up to 31 December 2023 with the possibility of permanency. May be assessed on application and referee report only. An order of merit may be established to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page response to the Selection Criteria, your curriculum vitae and the contact details of two referees via the online application form.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leesha Pitt (02) 6205 0566 Leesha.Pitt@act.gov.au

Access Canberra

Licensing and Registrations

Liquor and Gaming

Licensing/Authorised Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 14816, several)

Gazetted: 07 March 2023

Closing Date: 14 March 2023

Details: We are seeking enthusiastic and self-motivated applicants to join the Liquor and Gaming Licensing Team at Access Canberra. The Liquor and Gaming Licensing Team processes a wide variety of applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission – covering liquor licences and permits for restaurants bars and nightclubs, to gaming machine authorisations and occupational licences in the gaming space, and much more. The team is also responsible for the administration of public unleased land permits, tobacco licences and other licensing schemes. The responsibilities that underpin these licensing and regulatory schemes will see you working with a broad range of colleagues across government, stakeholders from other regulatory agencies and members of the public alike. You'll work closely with your colleagues in reviewing, processing and adjudicating on these applications in order to help foster a enjoyable and vibrant city that remains safe and liveable. These roles will provide interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community. You will have the opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Experience working in a complex regulatory environment is desirable.

Notes: This is a temporary position available immediately until 30 June 2023, with the possibility of extension until August. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply, please provide a two page pitch outlining why you think you're the best person for the role as per the position description and selection criteria. Applicants are also asked to provide a current resume/CV as part of their application.

Applications should be submitted directly to the contact officer.

Contact Officer: Cecilia Tupou (02) 6207 0480 Cecilia.Tupou@act.gov.au

Economic Development

Strategic Policy

Strategic Policy

Assistant Director - Strategic Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38633)

Gazetted: 07 March 2023

Closing Date: 23 March 2023

Details: This role offers the opportunity to work in a dynamic and positive team delivering on a broad range of economic development initiatives. The role will build on your strategic mindset and enhance your stakeholder engagement skills.

As an Assistant Director with a high degree of critical thinking and independence, you will work with a small team to progress priority Government economic policy and program initiatives. You will be expected to lead, coordinate and/or support the development of key policies and strategies, and be responsible for quality assurance of deliverables. You will also lead the preparation of briefings and presentations; and be able to engage effectively with project partners and stakeholders. You will be an integral member of the team, working closely with senior staff and the Executive Group Manager, Policy and Strategy.

The role requires enthusiasm, initiative, problem solving skills and an ability to work in an agile environment.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a current copy of your curriculum vitae, contact details of two referees, and a pitch outlining how your skills, experience and behavioural capabilities make you an ideal candidate for this role. Your pitch must be no more than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Wilson (02) 6207 3242 Stephanie.Wilson@act.gov.au

Access Canberra

Licensing and Registration

Transport Licensing

Assistant Director, Licensing and Registration

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52667)

Gazetted: 07 March 2023

Closing Date: 14 March 2023

Details: We work in a highly responsive environment where your priorities will change several times throughout any given day. We have diverse Government stakeholders and a broad range of clients whose licensing and registration needs are sometimes complex in nature.

This role will lead the Business Support and Training team within Transport Licensing which includes:

Development of policy and procedures for users of rego.act.

Development and delivery of training for Access Canberra staff and Motor Vehicle Dealers.

Strategic ICT engagement- coordinating work to the rego.act database.

Forms and website.

Helpdesk services (including calls, emails and correction of errors) for users of rego.act eg. ACT Policing, Motor Vehicle Dealers, Access Canberra staff.

In this role you will need to provide leadership and sound judgement in providing high quality support to other areas of Access Canberra and external stakeholders who serve the ACT community. You will need to also

Ensure good governance for risk and evidence-based decision making within limited timeframes.

Lead a work culture where work achievements are recognised and celebrated.

Contribute to the delivery of significant projects within Transport Licensing including implementing business and regulatory reforms.

Build and maintain high quality collaborative and constructive relationships across ACT Government and with relevant external entities, to drive positive outcomes.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are welcoming of your application.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: This is a temporary position available immediately for a period of four months with the possibility of extension and/or permanency.

How to Apply: Please submit the following:

A two-page pitch detailing why you are the best person for the role, addressing the Selection Criteria in the attached Position Description.

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Selection may be based on application alone.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Wilson (02) 6207 7155 rebecca.wilson@act.gov.au

Access Canberra

Corporate Support and Capability

Assistant Director, Gambling and Racing Commission and Branch Coordination

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57883)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: Do you complete a complex 1000-piece jigsaw puzzle with agility and ease, and not be perturbed if a piece is missing as you will find a solution?

Is one of your passions writing quality documents and correspondence that target and influence your audience?

If you enjoy engaging with people, have an eye for detail and a talent for writing, then this position will be a rewarding one for you. Join Access Canberra where you will be a key support for our Executive Branch managers.

We are looking for a person who can adapt and respond to challenges and opportunities as they arise. You will need to collaborate and be comfortable engaging with people across multiple areas of Access Canberra and ACT Government.

You will work in an agile environment and play an important role in supporting Access Canberra's diverse portfolio of services to the community.

If you relish the prospect of contributing to work that makes a real difference in our community we would love to hear from you.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Please send a two-page written response explaining why you are the best person for this role in accordance with the Position Description, with a copy of your curriculum vitae and contact details for two referees.

Applications should be submitted via the "Apply Now" button below.

Contact Officer: Yu-Lan Chan (02) 6205 0319 Yu-Lan.Chan@act.gov.au

Economic Development

Minster and Executive Coordination Team

Coordination Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 32737)

Gazetted: 08 March 2023

Closing Date: 15 March 2023

Details: Are you an experienced juggler with great attention to detail, and an ability to provide great customer service to multiple business units? This role covers a diverse range of subject areas and provides support right across Economic Development to meet ministerial, government business and reporting objectives. Key to a small team, this role requires a well-organised individual, to track multiple deadlines and the coordination of ministerial, and reporting requests including coordination of Question Time Briefs, Freedom of Information requests, and finance reporting tasks. Experience in TRIM/WIRE would be well regarded but not essential. The position description is attached.

This position is for a fixed period to cover the incumbent officer while they are acting in another position until the end of May 2023. The vacancy is a great opportunity to experience work in a busy team with a great work ethic and sense of fun. You will be exposed to ministerial and reporting requirements across the breadth of Economic Development. Economic Development covers a wide range of subject areas including sport and recreation, arts, tourism, business innovation, events and venues and many other areas that contribute to a diverse and strong economy in the ACT, creating a strong sense of community and making Canberra a wonderful place to live, work and visit.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: This is a temporary position available immediately until 31 May 2023 with possibility of extension up to six months. This position is available to ACT Government officers and employees only.

Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. We currently work flexibly from home and in the office.

How to apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae with the contact details of two referees. Contact via MS Teams or Webex is also very welcome.

Applications should be sent to the Contact Officer.

Contact Officer: Stacey Aksenov (02) 6207 1009 Stacey.Aksenov@act.gov.au

Office of Industrial Relations and Workforce Strategy

Centre for Leadership and Innovation

Executive Leadership and Talent

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 52114)

Gazetted: 07 March 2023

Closing Date: 22 March 2023

Details: Yuma! Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for leading the flexible and hybrid work agenda, and we are putting dedicated attention towards driving inclusive workforce cultures across the ACTPS, contemporary leadership practices which support trust and change, and working to encourage and embed innovation into the way we work.

We have an exciting opportunity for a Senior Director to join us here at the ACTPS Centre for Leadership and Innovation. As a Senior Director, leading whole-of-government executive leadership and organisational learning and development, you can expect to be on the forefront of contemporary capability development.

We have an ambitious program of commitments and priorities but ultimately, we are here to help make the ACTPS a great place to work, and one where our people have the capabilities they need to deliver and thrive.

Landing this job will mean leading a team to drive a strategic, evidence-based and measurable approach to ACTPS executive leadership development and organisational learning. This will include developing and implementing a range of initiatives to deliver against an ambitious program of commitments; fostering and applying the expertise of your team to a range of learning and development challenges; collaborating to develop (or provide advice) on workable solutions; and enhancing awareness of a range of audiences through articulate and visually compelling, consumable communications.

You will work with a team of enthusiastic colleagues who come from a variety of professional backgrounds and areas of expertise so don't expect to do it all alone!

Diverse background?

As you would expect, we embrace workforce diversity and are committed to creating an inclusive workplace. We offer a warm welcome to applicants who identify as Aboriginal and Torres Strait Islander, people with disability, LGBTIQ+, Veterans, neurodiverse, and those from culturally and linguistically diverse backgrounds.

Need ACTPS experience?

Nope, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

Where can you work?

We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and our new Innovation Centre. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Note: This is a full time permanent position. A Merit Pool will be established from this selection process and will be used to fill similar vacancies should they arise over the next 12 months.

How to Apply: Please submit a two-page pitch which demonstrates the capability requirements listed in the Position Description, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Wilson N/A janet.wilson@act.gov.au

Access Canberra

Fair Trading and Compliance

Working With Vulnerable People

Director, Working With Vulnerable People

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 43068)

Gazetted: 06 March 2023

Closing Date: 20 March 2023

Details: Do you care about your community? Do you want to protect those who are vulnerable?

If you are keen to contribute to a safer Canberra community, then Access Canberra wants to hear from you!

Access Canberra is looking for a highly motivated person, with high level attention to detail and strong communication skills. This role is fast paced and makes direct and meaningful contributions to keep our community safe and enjoyable for all.

The Director role has responsibility for issuing registrations under the *Working with Vulnerable People (Background Checking) Act 2011*, and is currently available for temporary filling of up to 12 months. The role requires experience in risk management, strong interpersonal skills and relationship management with key community, interstate, and individual stakeholders.

As Director, you will be responsible for the daily operations of the risk assessment and background screening teams, as well as the issuing of registrations to individuals who work or volunteer with vulnerable people in Canberra. ACT Working with Vulnerable People registrations include NDIS Worker Screening and Working With Children checks.

Registration decisions regard the best interests of vulnerable people as the paramount consideration, taking into account their safety, welfare and protection.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Note: This is a temporary position for up to 12 months. Selection may be based on application only.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Please provide a two-page application addressing the Selection Criteria in relation to the Position Description, as well as a curriculum vitae.

Applications should be submitted via the “Apply Now” button below

Contact Officer: Felicity Burns (02) 6205 9373 Felicity.Burns@act.gov.au

Community Services

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Communities

Support Services for Children

Child Development Service

Speech Pathologist

Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 59371, several)

Gazetted: 02 March 2023

Closing Date: 21 March 2023

Details: Are you an enthusiastic, qualified Speech Pathologists who loves working with families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join an expanding Child Development Service (CDS). Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide speech pathology early intervention programs to children up to 3 years of age.

This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Speech Pathology

Eligible for Membership of Speech Pathology Australia

Current driver's licence

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Note: The Child Development Service has several permanent vacancies available for a HP1/2 Speech Pathologist.

Full-time and part-time applicants will be considered.

A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Francis (02) 6205 2323 katherine.francis@act.gov.au

Corporate

People, Capability and Culture

Performance and Culture

Senior Advisor Diversity and Inclusion

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 30506)

Gazetted: 02 March 2023

Closing Date: 16 March 2023

Details: The Senior Advisor Diversity and Inclusion role is an exciting opportunity for an Aboriginal and/or Torres Strait Islander person to support, develop, implement, and promote a range of culture, diversity and inclusion

projects for the ACT Government Community Services Directorate (CSD). Our work in the ACT Public Service directly serves the needs of the Canberra community.

In addition to the competitive salaries, paid leave and flexible work arrangements available to our staff, CSD offers varied and interesting careers with the opportunity to be involved in work that positively impacts the community in the ACT and surrounding areas. We are committed to supporting and enabling all our employees to participate in learning and development activities that help to progress your career in the ACT Public Service. CSD celebrates or recognises days and events of cultural significance to Aboriginal and/or Torres Strait Islander Peoples, and our First Nations staff have access to a range of leave provisions to participate in cultural activities. You can find more information in our Enterprise Agreements, or by speaking to the Contact Officer. We also encourage our staff to connect with the ACT Public Service Cultural Advisors and grow your networks through Yarning Brew, an informal cross-directorate network led by First Nations employees. Through these networks you will also have the opportunity for mentorship and to shape and influence strategies and initiatives aimed at improving the day-to-day experience of current and future First Nations staff in CSD.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

This is a designated position in accordance with s42 of the Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Notes: A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Please note, this is an Identified position for Aboriginal and Torres Strait Islander

How to apply: Applicants should submit a statement of no more than three (3) pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Professional/Technical and Behavioural Capabilities sections of the Position Description.

Please provide with the application, a current curriculum vitae and contact details of two referees. Evidence of Aboriginal and/or Torres Strait Islander heritage may be requested. Any questions about the role or the vacancy should be directed to the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Myfanwy Greenwood (02) 6205 8496 Myfanwy.Greenwood@act.gov.au

Communities

Support Services for Children

Child Development Service

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 59373, several)

Gazetted: 03 March 2023

Closing Date: 17 March 2023

Details: Are you an enthusiastic, qualified Occupational Therapist who loves working with families and is focused on delivering high quality, culturally safe and inclusive services? If so, an exciting opportunity exists to join an expanding Child Development Service (CDS).

Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide Occupational Therapy early intervention programs to children up to 3 years of age.

This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals. The Child Development Service has several vacancies available for a HP1/2 Occupational Therapist. This is a permanent position. Full-time and part-time applicants will be considered.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

Relevant tertiary qualifications in Occupational Therapy

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for Membership with Occupational Therapy Australia (OTA)

Current Driver's Licence

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Notes: A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection method: Selection may be based on application and referee reports only.

How to apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date. Applications may be assessed by selection criteria and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eleanor Downing (02) 6205 4212 Eleanor.Downing@act.gov.au

Communities

Support Services for Children

Child Development Service

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 59365, several)

Gazetted: 02 March 2023

Closing Date: 21 March 2023

Details: Are you an enthusiastic, qualified Occupational Therapist who loves working with families and is focused on delivering high quality, culturally safe and inclusive services? If so, an exciting opportunity exists to join an expanding Child Development Service (CDS).

Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide Occupational Therapy early intervention programs to children up to 3 years of age.

This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals.

Eligibility/Other Requirements:

At least three years recent practice experience working with children and their carers or families.

Relevant tertiary qualifications in Occupational Therapy

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for Membership with Occupational Therapy Australia

Current driver's licence

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Note: The Child Development Service has several vacancies available for a HPO3 Occupational Therapist. This is a permanent position. Full-time and part-time applicants will be considered.

A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection method: Selection may be based on application and referee reports only.

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eleanor Downing (02) 6205 4212 eleanor.downing@act.gov.au

Communities

Support Services for Children

**Child Development Service
Speech Pathologist**

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36128, several)

Gazetted: 02 March 2023

Closing Date: 21 March 2023

Details: Are you an enthusiastic, qualified Speech Pathologist who loves working with families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join an expanding Child Development Service (CDS). Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide speech pathology early intervention programs to children up to three years of age.

This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals.

Eligibility/Other Requirements:

At least 3 years recent practice experience working with children and their carers or families.

Relevant tertiary qualifications in Speech Pathology

Eligibility for membership of Speech Pathology Australia

Current driver's licence

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Note: The Child Development Service has several vacancies available for a HP3 Speech Pathologist. This is a permanent position. Full-time and part-time applicants will be considered.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Francis (02) 6205 2323 katherine.francis@act.gov.au

Housing Assistance

Infrastructure and Contracts

Infrastructure Delivery

Senior Director, Procurement and Construction Delivery

Infrastructure Officer 5 \$163,315, Canberra (PN: 04077)

Gazetted: 02 March 2023

Closing Date: 16 March 2023

Details: The Senior Director leads the Housing ACT team to deliver procurement and capital works on behalf of the Commissioner for Social Housing and the ACT Government including delivering the Growing and Renewing Public Housing (GaRPH) program. This position reports to the Program Director, Growing and Renewing.

As a senior leader within Housing ACT, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance for the delivery of the Capital Works program. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered, and engaging people focus to successfully deliver the capital works program on behalf of the Commissioner for Social Housing.

The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. As a leader you are required to have demonstrated management skills to support a large team and the delivery of feasibility, procurement, design, and construction of a significant program of works.

Eligibility/Other Requirements:

Mandatory:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Desirable:

Experience in managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.

Previous experience in program management of Housing ACT Infrastructure work.

Note: A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications should be written and if writing to an Expression of Interest addressing the Selection Criteria, no more than two x a4 pages, please include your curriculum vitae/resume and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Skye Roland (02) 6205 4511 skye.roland@act.gov.au

Office of the Deputy Director General

Senior Director, Our Booris Our Way Implementation

Senior Officer Grade A \$157,201, Canberra (PN: 54039)

Gazetted: 08 March 2023

Closing Date: 24 March 2023

Details: In this role you will lead the Our Booris, Our Way Implementation team and provide leadership across Community Service Directorate (CSD) and other ACT Public Service agencies on implementation, project management, measurement and assurance of Our Booris, Our Way recommendations. In addition, you will provide strategic advice to the CSD executive and Ministers on progress, risks and outcomes, and will work collaboratively with the Our Booris, Our Way Implementation Oversight Committee and Secretariat to strengthen reporting, measurement and assurance and identify and promote positive outcomes achieved.

CSD welcomes applications from Aboriginal and Torres Strait Islander people and non-Indigenous people with a demonstrated high level of cultural competency. We are seeking people who are motivated and excited by the opportunity to be part of this transformation. The learnings from Our Booris Our Way Implementation will be applied more broadly to other areas of CSD's responsibilities.

CSD recognises the right of Aboriginal and Torres Strait Islander peoples to self-determination and that the Our Booris Our Way Review is a product of self-determination. We recognise that applying self-determination to statutory child protection practices means more than consultation. It means ensuring that Aboriginal and Torres Strait Islander people have a genuine ability to make decisions for children and for their family.

You will use insights from the Our Booris Our Way work program to provide strategic advice to the CSD Director-General and executives on ways to strengthen ACT Public Service cultural responsiveness and capability to support Aboriginal self-determination.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: CSD welcomes applications from Aboriginal and Torres Strait Islander people and non-Indigenous people with a demonstrated high level of cultural competency.

Note: A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants will need to:

- * provide a curriculum vitae
- * the names and contact details of two referees
- * written response to the Selection Criteria

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Wood (02) 6205 1974 Jo.Wood@act.gov.au

Children, Youth and Families

CYRIS Business Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60595)

Gazetted: 08 March 2023

Closing Date: 24 March 2023

Details: Child and Youth Record Information System (CYRIS) is the client management system that has been operational since November 2019. It spans all CYPS, Child and Family Centre, Child Development Service and

Bimberi Residential Service areas, providing an integrated view for the management of clients. It is used to provide access to information, capture important child and young people records, increase statutory and record keeping compliance, and will provide a vehicle for children, young people and carers to contribute to their records.

The CYRIS Business Support Officer role provides support for the effective functioning of CYRIS, from both from the system and business implementation perspectives. Specifically, the support officer will assist with Support Desk Assistance, the management of business process issues, testing and rollout of new functionality, ongoing training, data quality, system documentation, contract management and governance secretariat support.

Initially the position will report to Assistant Director, Governance and Business Process. The position will also be required to work closely with ACT Digital Data and Technological Solutions (DDTS).

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(a ct.gov.au\)](https://www.act.gov.au/wwvp)

Note: This is a temporary position available for up to 12 months. A Merit Pool may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

This position work in activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This Position may also work from different work locations.

How to Apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Pereira (02) 6207 8758 Jenny.Pereira@act.gov.au

Corporate

Business Transformation and Systems

Solution Delivery / Information Management

Records Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 54541)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: Do you like a challenge, have a passion for records and information management and want to make a difference by being part of a high performing team? Then this opportunity is for you.

The Business Transformation and Systems Branch is an enabling and support service for Community Services Directorate (CSD). The primary focus of the branch is the effective implementation of strategic problem solving through comprehensive systems and people change management. Business Transformation and Systems team consists of Business Transformation, Systems, Data Excellence and Information Management, together making up a dynamic, agile and forward-thinking team that has responsibility for delivering IT services, providing analytics reporting, new ways of working and the digitisation of our information artefacts. The Information Management team is also responsible for Digitisation, Records management and maintenance of internal communication platforms such as the intranet.

As a Records Officer, your duties include, but not limited to, collection, storage, curation, dissemination, archiving and destruction of documents, images, drawings and other sources of information. Having knowledge of EDRMS, ability to train and collaborate with staff are important in this role.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements:

Experience in records management or relevant skills.

Familiarity with EDRMS systems will be an added advantage.

This position requires the ability to work in a manual handling environment.

This position requires a pre-employment medical check.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: If you are interested in this role, please submit a written response addressing the selection criteria, in no more than two pages. Also include a curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hansraj Balakrishnan (02) 6205 4241 Hansraj.Balakrishnan@act.gov.au

Housing Assistance

Client Services Branch

Customer Insights and Tenant Engagement Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48238)

Gazetted: 07 March 2023

Closing Date: 23 March 2023

Details: This is an exciting, new opportunity to improve client experience across a range of service delivery areas in Housing ACT. The role will suit someone who is passionate about creating and delivering the right information in the right way when clients need it.

In this role you will lead the review of communication materials across a range of complex social housing issues and develop clear, person-centred information for vulnerable people. With a focus on improving client experience and outcomes, you will work with teams to understand their services and develop the right information their clients can access when they need it.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Relevant experience in communication and engagement for vulnerable clients is highly desirable.

Tertiary qualifications in communications or relevant discipline is desirable.

A current ACT drivers licence is desirable.

Notes: This is a temporary position available for up to 12 months with the possibility of permanency. A merit pool may be established from this selection process to fill vacancies over the next 12 months.

How to Apply: If you are interested in this opportunity, please submit a two-page (maximum) response addressing the Position Description and how you could make a positive contribution to the Housing Assistance team in the Community Services Directorate. Please include an up-to-date curriculum vitae and the names of two references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Allen (02) 6207 9229 Anita.Allen@act.gov.au

Communities

Support Services for Children

Child Development Service

Physiotherapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 59377)

Gazetted: 06 March 2023

Closing Date: 22 March 2023

Details: Are you an enthusiastic, qualified Physiotherapist who loves working with families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join an expanding Child Development Service (CDS). Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide physiotherapy early intervention programs to children up to 3 years of age.

This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals.

The Child Development Service has a vacancy available for a HP1/2 Physiotherapist. This is a permanent position.

Full-time and part-time applicants will be considered.

Eligibility/Other requirements:

- Relevant tertiary qualifications in Physiotherapy
- Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA)
- Eligibility for Membership with Australian Physiotherapy Association
- Current Driver's Licence

Notes: A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date. Applications may be assessed by selection criteria and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophia Hehir (02) 6205 5199 Sophia.Hehir@act.gov.au

Communities

Support Services for Children

Child and Family Centres and Child Development Service

Early Years Engagement Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 19567, several)

Gazetted: 03 March 2023

Closing Date: 21 March 2023

Details: Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

The position sits within the Support Services for Children Branch to provide culturally safe and inclusive services to Aboriginal and Torres Strait Islander communities in the ACT in the areas of health, early childhood development and parenting. The position will be based at the ACT Government's Child and Family Centre (CFC), the Child Development Service (CDS) and in outreach settings, including Koori Preschools. The position works directly with Aboriginal and Torres Strait Islander children, their families and community and will support parental engagement in their child's early childhood development and assist to improve participation rates of Aboriginal and Torres Strait Islander children in early childhood services.

Eligibility/Other Requirements:

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(a.ct.gov.au\)](#)

Experience of working with Aboriginal and Torres Strait Islander people and community is required.

Valid Driving licence.

Note: This is a temporary position available for 6 months with the possibility of extension and/or permanency.

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Mupangure (02) 6207 6817 Brian.Mupangure@act.gov.au

Children, Youth and Families

Senior Director, Aboriginal Service Development

Senior Officer Grade A \$157,201, Canberra (PN: 60515)

Gazetted: 03 March 2023

Closing Date: 21 March 2023

Details: The Senior Director, Aboriginal Service Development will be responsible for the establishment and operationalisation of the Aboriginal Service Delivery Branch supporting the Government to work with the ACT Aboriginal and Torres Strait Islander community and the Aboriginal Community Controlled Organisations (ACCO) sector. This is an exciting opportunity to lead the implementation and co-design of a team to work with Aboriginal

and Torres Strait Islander organisations, community, families and individuals. The Senior Director will lead a team with demonstrated cultural awareness and utilise a partnership approach to work with the community. The overarching goal of the branch is to support the current, developing and emerging ACCO's across the ACT region with expertise in providing high level strategic policy development, service design and the establishment and implementation of partnerships with Aboriginal and Torres Strait Islander community and sectors. The Senior Director brings integrity, innovation, and exceptional relationship and influencing skills to implement the goals of the Branch across the community, government and the directorate. The Senior Director also demonstrates strong policy and analytical skills, exceptional communication and high levels of personal resilience.

Eligibility/Other Requirements:

This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(a ct.gov.au\)](http://www.workingwithvulnerablepeople.act.gov.au)

Note: A Merit List may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only. This positions workplace is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Simpson (02) 6207 5188 Chris.Simpson@act.gov.au

Education

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

People and Performance

Belconnen Network

Macquarie Primary School

Building Services Officer

Building Service Officer 2 \$62,860 - \$65,718, Canberra (PN: 37752)

Gazetted: 02 March 2023

Closing Date: 9 March 2023

Details: Macquarie Primary School is looking for a proactive and energetic Building Services Officer (BSO). As BSO, you are responsible for the day to day maintenance and security of the school grounds, buildings, furniture, fittings and equipment. With initiative and self-motivation, you will identify and prioritise tasks and see them through to completion with minimal supervision. You will work closely with the Business Manager to coordinate and oversee maintenance programs and contractors. You will have good interpersonal skills and be able to communicate effectively with a wide range of stakeholders and have the ability to prioritise tasks under pressure. An industry recognised trade qualification will be highly regarded.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

This position requires a Working with Vulnerable People (WWVP) Registration prior to commencing in this role.

Notes: Selection may be based on application and referee reports only.

How to apply: Please submit response to the Selection Criteria (maximum two pages) curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ann Walker (02) 6142 1550 Ann.Walker@ed.act.edu.au

Communications, Engagement and Government Support

Communications and Engagement

Assistant Director, Media and Content

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43635)

Gazetted: 03 March 2023

Closing Date: 10 March 2023

Details: Are you looking to for a rewarding and engaging role? Are you passionate about public education and love working in a fast-paced media management role?

The Education Directorate is seeking to fill a short-term role in our dynamic Communications and Engagement team.

We are looking for an experienced and motivated media professional who is keen to tell the stories of students and staff working in ACT public schools, our commitment to equity and inclusion for all students as well as celebrate the significant investment from the ACT Government to build, upgrade and expand our schools. This is a unique opportunity to work with our 90 ACT public schools and their school communities.

Note: This is a temporary position available from 14 April 2023 – 1 September 2023 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Please submit a one to two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Sally Van Aalst (02) 6207 6101 Sally.VanAalst@act.gov.au

School Performance and Improvement

Tuggeranong School Network

Erindale College

Transition to Work Coordinator (ASbA and WEX)

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 60587)

Gazetted: 02 March 2023

Closing Date: 9 March 2023

Details: Erindale College is a unique complex located in the Tuggeranong Network which provides quality education to students in Years 11 and 12 with a small Year 10 cohort. Erindale College has embraced the visible learning approach to allow our teachers to become evaluators of their impact on student learning. This strategy aligns with the college’s evidence-based approach to inform decisions that meet our two key priority areas:

- Enable all students to achieve a minimum of one year’s growth for one year’s learning.
- Students graduate college with a strong sense of personal wellbeing and learning dispositions that prepare them for successful transition beyond college. The role of the ASBA and WEX Coordinator is a full-time position and include working with local businesses and all stakeholders to market the ASBA and WEX Program for Year 11 and 12 students at Erindale College and secure ASBA and WEX opportunities. The ASBA and WEX Coordinator will work within the Students Services Team and work under the direction of the Transition and Careers Officer.

Eligibility/other requirements:

Mandatory: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Desirable: First Aid Certificate or a willingness to undertake appropriate training.

Certificate IV or equivalent e.g. Career Development, Training and Assessment or a willingness to undertake appropriate training.

Note: Selection may be based on application and referee reports only.

How to apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Nigel Bourke (02) 6142 2977 Nigel.Bourke@ed.act.edu.au

SPID

Tuggeranong Network

Lake Tuggeranong College

Business Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60412)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business leadership and engagement.

This role is an active member of the school executive team, leading the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include identification of opportunities and development of plans for business and facility development which includes delivering on strategic priorities and achieving results; financial strategy and the management of budgets; coordination of Government business requests; management and monitoring of contracts and leases; managing relationships with partners and vendors.

An ability to think critically will be vital in providing informed advice to the Principal in leading school business operations to achieve results for the school community. This includes minimising risk, ensuring compliance and strategically ensuring the most effective use of resources. Excellent communication and customer service skills will be essential. The Business Manager plays a lead role within the school community and the school improvement agenda, ensuring the school is an innovative, safe and positive environment where students love to learn. They provide valuable enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Enhancing capability through sound human resource management skills and leading the development of non-teaching staff of the school also falls within the expectations of this role.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(a.ct.gov.au\)](http://www.worksafe.act.gov.au/health_safety)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

Desirable

- Relevant tertiary qualification.
- Experience in a related role.
- Working knowledge of the Sentral management system.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities as required.

Applications should be submitted via the Apply Now button below.

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: David Briggs (02) 6142 3666 David.Briggs@ed.act.edu.au

Communications, Engagement and Government Support

Communications and Engagement

Communications Officer, Internal Communications and Content

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46280)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: Are you looking for a rewarding and engaging role? Are you passionate about public education? The Education Directorate is seeking to fill a 12-month role in our dynamic Communications and Engagement team. We are looking for an experienced communications officer, who is passionate about supporting the staff working in ACT public schools with clear, useful and engaging communications.

This is a unique opportunity to work with our 90 ACT public schools and their school communities and the Education Support Office.

The Communications Officer, Internal Communications and Content plays a key role in developing, editing and communicating key information to the Directorate's workforce.

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Candidates are asked to submit a one to two-page pitch addressing the behavioural capabilities, professional/technical skills and knowledge as outlined. Please include your Curriculum Vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Van Aalst (02) 6207 6101 Sally.VanAalst@act.gov.au

School Performance and Improvement

North and Gungahlin

Dickson College

Staffing Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58707)

Gazetted: 08 March 2023

Closing Date: 15 March 2023

Details: Dickson College has an enrolment of approximately 850 students. Most of the college's enrolment comprises of Year 11 and 12 students, with a small cohort of students in years 7-11 attending our Secondary Introductory English Centre (SIEC). At Dickson College, we aim to support and challenge each student to grow and thrive at school and beyond. We believe that developing highly capable, confident, and caring young people is fundamental to a successful future. Through a focus on effective teaching and student agency, we prioritise the learning and achievement of every young person in our care.

The staffing coordinator will primarily work with the deputy principal and business manager to coordinate all staffing related matters, including organising casual relief staff, contracts and staff inductions. The role will also require knowledge of, or the ability to quickly learn, staffing related software such as Timetabling Solutions, Staffing integrated management system (SiMS), School Staff Expenditure Monitoring System (SSEMS) and HR21. The successful candidate will work as part of a larger team and will need to work across other administrative roles as required. These roles include assisting with events, excursions, student services and front office administration. After hours and weekend work is required in this position, including early mornings and evening work, with some duties performed from home. Flexible hours and part time work could be negotiated with the successful candidate.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(a ct.gov.au\)](#)

Desirables

Knowledge of school specific software including Sentral and Timetabling Solutions.

Experience in school administration, preferably in a high school or college setting.

Excellent knowledge of Microsoft Outlook, Word and Excel.

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Applicants should submit a curriculum vitae, a Statement of Claims addressing the position's capabilities (maximum of two pages), and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Margrain (02) 6142 0140 Victoria.Margrain@ed.act.edu.au

School Improvement

Tuggeranong Network

Bonython Primary School

Youth Support Worker

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 60734)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: Bonython Primary School is a friendly, safe, and supportive learning environment where students are challenged to achieve their personal best. Our motto of learning with purpose and passion underpins our beliefs that our students learn best when there is meaning, context and high levels of engagement and empowerment. We work in partnership with our families to develop positive learning experiences for our students where curiosity, creativity and passion is harnessed in a contemporary classroom.

We are seeking an energetic and motivated Youth Worker to join our vibrant team. This position requires someone with high levels of initiative and a proven ability to work as part of a team, with minimal supervision. The successful applicant will demonstrate effective communication and the ability to develop trusting relationships with all stakeholders. We are seeking a person who supports children to develop their social and emotional learning skills by providing a range of small group programs and one to one support.

The successful applicant will report to the Business Manager for daily operational matters, however will take lead from the School Leader C when working with children.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

MANDATORY

Must have current ACT Working With Vulnerable People (WWVP) Registration

HIGHLY DESIRABLE

Certificate IV or Tertiary qualification in Youth Work or a related field.

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This is a temporary position available immediately with the possibility of extension and/or permanency.

How to Apply: Applicants need to provide a two to three page written expression of interest addressing the Selection Criteria, a resume/Curriculum Vitae and two current referees.

Shortlisted applicants will be invited to a face to face interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Terrell (02) 6142 0640 Greg.Terrell@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Hawker College

Administrative Assistant

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 41091, several)

Gazetted: 07 March 2023

Closing Date: 21 March 2023

Details: Hawker College is a senior secondary school in Belconnen, with an enrolment of 645 students, committed to learning and wellbeing progress for every student. We have high expectations for engagement and participation, academic performance and behaviour. To ensure that students reach their full potential, we provide extensive services that support wellbeing, study skills, employment capabilities and career planning. The school priorities are:

The school priorities are:

All students master the essential skills and knowledge of their learning program

Successful transitions and pathways for all students

The Administrative Assistant will provide a high standard of administrative assistance and support to the school. As a member of the Front Office team, this position is responsible for the coordination of enrolments and attendance processes in addition to a variety of administrative duties essential to school operations. The successful applicant will have the capacity to work with specific ICT systems and data, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders. This role is vital to the daily operation of the school.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(a ct.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people).

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This is a temporary position available for a period of ten months with the possibility of extension up to twelve months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to apply: Interested applicants are encouraged to contact the Contact Officer prior to submitting an application.

Applicants are to address the Selection Criteria, no more than three pages, located in the Position Description and provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hayden Weeks (02) 6142 0355 Hayden.Weeks@ed.act.edu.au

School Improvement

Tuggeranong Network

Birrigai Outdoor School

Executive Teacher

School Leader C \$132,293, Canberra (PN: 60709)

Gazetted: 07 March 2023

Closing Date: 21 March 2023

Details: Birrigai Outdoor School offers a range of cultural, environmental, outdoor adventure, and wellbeing focused education programs for students and teachers from across the ACT, surrounding region, and interstate, ranging in age from preschool to Year 12. We provide day programs and overnight camps with activities themed around Australian history, the Australian environment and biodiversity, Indigenous culture and arts, and we also offer outdoor adventure activities such as bushwalks, high ropes, rock climbing and team building programs. Birrigai also provides services to a range of community and corporate groups and offers onsite accommodation facilities. The role of the Birrigai Executive Teacher is to lead the Birrigai Education Team to implement a culturally appropriate curriculum and pedagogical development process, ensuring that Birrigai programs are high quality and delivered in a culturally sensitive manner.

In addition, the Birrigai Executive Teacher has the responsibility to manage the logistics of ensuring that Birrigai's outdoor adventure activities are conducted in a safe manner consistent with directorate policies and procedures.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people).

This position requires the following additional qualifications:

Certificate IV in Outdoor Leadership that includes the challenge ropes specialisation.

Current Remote Area First Aid certificate

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Kent (02) 6205 2006 Peter.Kent@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Classroom Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: Classroom Teacher)

Gazetted: 08 March 2023

Closing Date: 30 March 2023

Design Technology / Technology Teachers | Metalwork, Woodwork, Industrial Design

Mathematics and Science Teacher

Physical Education, Health and Outdoor Education Teachers

Fashion and Textiles / Food Technology - Teachers

Teaching in South Canberra – P-10 Opportunities

Be part of a future-focused education system

Our network has both part time and full-time opportunities to provide flexible work/life balance for our educators.

Be supported professionally throughout your teaching career

The ACT Education Directorate schools are a set of community led schools providing positive and contemporary learning environments to their students. Our schools take a global view approach to our pedagogy design underpinning critical thinking and supporting skill development for lifelong learners. Our schools serve not just our student cohorts, but the local community more broadly. Due to our expansion plans and increasing enrolments, we have opportunities for **Design Technology Teachers** across our school networks.

Our educators are engaging, progressive and provide students spaces and places to nurture their curiosity and provide them the opportunity to study in some of the most exciting areas of human creativity and inventiveness. As an Educator specialising in Metalwork, woodwork and/or industrial design, you will;

Develop relationships across your professional and school community to provide the best student experience.

Demonstrated an ability to work effectively and collaboratively in a team environment.

Have strong Classroom management skills enabling a supportive and safe learning environment.

Adhere to WHS standards

Our staff are dedicated and passionate about the jobs they do, we all work together to provide our students the best learning experience possible. We also know we cannot do that without supporting one another. Our principals and senior leaders are focused on supporting their dedicated educators ensuring you have access to professional development, opportunities across the ACT Education Directorate and are strong champions of a work/life balance. If you would like to meet with one of our principals or take a tour at one of the schools, please don't hesitate to reach out to the recruitment team.

Eligibility requirements for employment

To be able to teach within the ACT Education system you must;

Hold and/or be eligible for teacher registration with the Teacher Quality Institute ([TQI](#)) prior to starting your employment

Hold a current ACT Working with Vulnerable People registration (WwVP)

Be an Australian citizenship and/or permanent resident and/or hold a valid working visa.

Please note, business sponsorship is available but assessed on an individual basis – please reach out to the recruitment team if you have any questions.

How to apply

Apply via our job portal [here](#) .

Before you submit your application please ensure you have provided the following documents;

Your resume

Contact details of two professional referees

A two-page statement providing practice examples aligned to the Australian Professional Standards for teachers with an emphasis on the results achieved.

A copy of your registration from your local regulatory authority or if currently studying evidence of enrolment in an accredited Initial Teacher Education program

We are accepting applications now, please apply via our job portal [here](#) .

If you are unsuccessful in obtaining a role through this recruitment process, we do reach out to candidates throughout the year as and when opportunities arise. Please let the recruitment team know if you're interested in being part of our merit pool. Selection will be via a Joint Selection Committee.

Any questions please email us at eduteacherrecruitment@act.gov.au

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres strait islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Wally Arndt (02) 6207 3046 wally.arndt@act.gov.au

Safe at Schools

Occupational Violence and Complex Case Management

Clinical Complex Case Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 42270)

Gazetted: 07 March 2023

Closing Date: 14 March 2023

Details: The team has responsibility for supporting schools in the proactive management, and incident responses, relating to occupational violence and complex case management through provision of strategic capability. This approach is consistent with the Directorate's obligations to provide a safe working and learning environment for staff and students. The functions of the team include providing:

Specialist therapeutic and behavioural support to schools in addressing staff safety and supporting students who may have challenging behaviours and complex needs.

Undertaking risk management activities to support the removal or mitigation of risk at the school level. This includes undertaking risk assessments for incidents, identifying appropriate control responses and providing training for staff on implementing risk management plans and control responses.

Data analysis relating to occupational violence and complex behaviours.

Triaging and reporting of incidents.

Providing expert advice to all stakeholders on appropriate responses to occupational violence and complex case management.

Eligibility/Other Requirements:

Tertiary qualifications in Occupational Therapy, Speech-Language Pathology, Psychology, Social Work or Behavioural Analysis. (required)

A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Current driver's licence. (required)

Registration or eligibility to be registered with relevant professional body.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the Selection Criteria (maximum four pages), current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Smith Rebecca.Smith@act.gov.au Rebecca.Smith@act.gov.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Wellbeing and Inclusion Policy and Service Design

Policy and Programs Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43101)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: The position involves interesting and diverse work across a range of policy and program areas relating to inclusive education, student wellbeing and policy design as well as specific high-profile projects that support equity across ACT public schools.

The position requires a flexible and highly experienced policy and/or program officer with experience in program management, policy development, project management, people, and stakeholder management

The Policy Officer will be required to manage discrete projects and initiatives, as well as working flexibly across the broader Wellbeing and Inclusion team to manage emerging work pressures

Eligibility/other requirements:

Previous experience working in ACT Government, particularly in education or health related fields is highly desirable.

Relevant tertiary qualifications in Education, Policy, Health or Human Services or equivalent disciplines is highly desirable

Note: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Please submit a response to the Selection Criteria no more than three pages, a current curriculum vitae and contact details for two referees

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Alex Dance (02) 6205 9680 Alex.Dance@act.gov.au

School Performance and Improvement

South Woden / Weston Network

Melrose High School

Youth Worker

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 53391)

Gazetted: 06 March 2023

Closing Date: 20 March 2023

Details: The Youth Worker role will be part of a multidisciplinary team to support high school aged young people to engage in learning. The role will include:

working with young people during class time to support their engagement

support students to regulate

monitor students during breaktimes

support / deliver programs

The ideal candidate has experience in providing timely, high-quality services. They will have a strong understanding of supports and be familiar with education settings and also have the ability to impact positively on student outcomes through developing a strong understanding of student needs, trauma informed practice, strong communication and a commitment to continuous improvement.

The ideal candidate will demonstrate the ability to work within the Safe and Supportive Schools Policy, have strong interpersonal skills and be able to successfully prioritise competing priorities in their day-to-day work.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

MANDATORY

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

HIGHLY DESIRABLE

Certificate IV or Tertiary qualification in Youth Work or a related field.

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This is a temporary position available from 24 April 2023 for 3 months with the possibility of extension up to 12 months and /or permanency.

How to apply: Please provide a response to the Selection Criteria, current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jade Uttley (02) 6142 1802 Jade.Uttley@ed.act.edu.au

Belconnen Network

University of Canberra Senior Secondary College Lake Ginninderra

Executive Teacher – English/EALD/Languages and Curriculum Leadership

School Leader C \$132,293, Canberra (PN: 20806)

Gazetted: 06 March 2023

Closing Date: 20 March 2023

Details: UCSSC Lake Ginninderra is a Senior Secondary College situated centrally in Belconnen. The college is a UC Affiliated School, hosts the Academy of Future Skills, and is a registered training organisation (RTO).

The College seeks a dynamic educational leader who will advance ongoing school improvement in the key domains, specifically an explicit improvement agenda and a culture that promotes learning. As a member of the school leadership team, they will lead and implement whole school strategic goals in line with the School Improvement Plan and Action Plans.

The role involves leadership of the English Faculty (English, Languages, EAL/D and Library) where initiative and flexible leadership will ensure quality teaching and learning that equips students with 21st Century skills and capabilities.

Working collaboratively with other school leaders will lead and manage student academic programs (incl. AST program) and curriculum and assist with the coordination of school communications.

The successful applicant will have experience and demonstrated strength in:

Using high level interpersonal skills to proactively lead and manage teams (including Professional Learning Communities) in a diverse school culture that encourages inclusivity, excellence, and innovation

Networking and building school and community partnerships to provide engaging programs to enhance students' learning

Leading the coordination of a contemporary curriculum across the college including systematic delivery of programs of learning that draw on current educational trends and good practice

Coordinating school communications, social media and publications distributed to the school community and relevant stakeholders (e.g., newsletter, prospectus, handbook, social media, and web page)

Overseeing curriculum and program delivery within English, Language and EAL/D including ACT Board of Senior Secondary Studies (BSSS) assessment, reporting and moderation practices

Overseeing the library and information services to meet 21st Century learning needs

Undertaking an appropriate teaching load and other duties as determined by the principal

Eligibility/Other Requirements:

Prior to commencing in this role, a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package and name and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirk Zwangobani (02) 6142 0222 kirk.zwangobani@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

School Performance and Improvement

South Woden and Weston Network

Melrose High School

Administrative Assistant

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 59341)

Gazetted: 03 March 2023

Closing Date: 17 March 2023

Details: Melrose High School is seeking a highly motivated person to undertake the role of administrative assistant.

The successful applicant will work as part of our administration team, performing reception duties, administering prescribed medications and first aid, completing hirers contracts, and providing general administrative support.

The role is offered as permanent part time at 31.25 hours per week – Monday to Friday.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

MANDATORY

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(a ct.gov.au\)](http://www.ct.gov.au)

HIGHLY DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This is a temporary position available from 24 April for term two with the possibility of extension up to 12 months and/or permanency. This position is part-time at (31.25) hours per week and the full-time salary noted above will be pro-rata.

How to apply: Interested applicants are encouraged to contact the Contact Officer prior to submitting an application. Applicants should submit a response to each Selection Criteria which outlines Skills and Experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jade Uttley (02) 6142 1802 Jade.Uttley@ed.act.edu.au

Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Environment, Planning and Sustainable Development

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Executive Group Manager, Development, and Implementation

Executive Level 2.2 \$304,403 - \$316,587 depending on current superannuation arrangements, Canberra (PN: E1030)

Gazetted: 03 March 2023

Closing Date: 10 March 2023

Details: Are you interested in implementing actions to support the delivery of land and development to meet Canberra's growth? Do you have experience and knowledge of the land and development systems in the ACT The Environment Planning and Sustainable Development Directorate (EPSDD) is seeking an experienced executive leader to temporarily fill the position of Executive Group Manager Development and Implementation division, commencing 6 March 2023 for up to 6 months.

The Executive Group Manager, Development and Implementation (D+I) reports to the Deputy Director-General Planning and Sustainable Development and works closely with the Statutory Planning and Planning and Urban Policy divisions, as well as other divisions within the Directorate. The EGM is supported by an Executive Branch Manager and a small business support team.

The Executive Group Manager of Development and Implementation Division is responsible for the delivery of projects and programs including work toward the development of Government-owned land for release for residential, commercial, industrial, community and urban purposes. The Division manages key government priorities and projects including:

implementing the ongoing actions in response to loose fill asbestos;

assessing sites for potential future release and development, and undertaking due diligence and place planning to support the ACT Government's Indicative Land Release Program;

procurement and project management of consultant, civil and landscape construction works;

infrastructure projects and planning as they relate to future release of government owned sites.

The Executive Group Manager is responsible for leading several business units in providing sustainable, innovative, and best practice development and delivery of services for Government.

The Executive Group Manager represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations.

The role requires exceptional leadership, executive management, and negotiation skills across a range of portfolio areas including development processes, policy, financial management, human resources, government, the wider community, and business issues.

There is considerable work that needs to continue and if you have experience as an executive, knowledge of land and development processes in the ACT and believe you could step in and proactively lead this division, we are interested to hear from you.

To apply: Applicants should submit a maximum one-page pitch that outlines how you can fulfil this role and provide your curriculum vitae. Please indicate your suitability and availability for the period of this role. Please indicate two referees in your application. Provide your Expression of Interest to Ashleigh Francis via email Ashleigh.francis@act.gov.au by the closing date.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$304,403 to \$316,587 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$270,765.

Contact Officer: Erin Brady (02) 6205 4522/0435 961 847 erin.brady@act.gov.au

Office of the Director General

Communications, Engagement and Media Branch

Web Administrator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43177)

Gazetted: 08 March 2023

Closing Date: 15 March 2023

Details: An opportunity exists for a highly motivated, responsive and customer focussed Web Administrator to provide support to the Communications, Engagement and Media Branch, the one-stop-shop for communications functions within Environment, Planning and Sustainable Development.

The Branch offers communications activities including website, graphic design, media, digital and social media, engagement and the coordination of major projects through an account management driven system. We pride ourselves on providing a full suite of services for our internal clients, and in-turn a quality product for our stakeholders and the Canberra community.

The team you will work within is a fast-paced area with a focus on strategic web projects to support the key objectives and deliverables of the directorate, along with the ongoing day to day management of the websites and intranets that we have responsibility for.

Eligibility/Other Requirements:

Experience using the Squiz Matrix Content Management System and SharePoint highly desirable.

Relevant tertiary education qualifications highly regarded.

Notes: This is a temporary position available immediately for six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via email to the Contact Officer.

Contact Officer: Nicola McPhan (02) 6207 6511 Nicola.McPhan@act.gov.au

Planning and Urban Policy

Planning System Review and Reform Project

Senior Director, Implementation

Senior Officer Grade A \$157,201, Canberra (PN: 51078)

Gazetted: 07 March 2023

Closing Date: 23 March 2023

Details: The Planning System Review and Reform Project (PSRRP) team are seeking applications from a highly motivated individual, who displays excellent project management and leadership skills, expertise in successful delivery of implementation of policy or reform work, and effective delivery within time constraints, to fill the role of Senior Director, Implementation.

The PSRRP team is a team within the Planning and Urban Policy Division which has been established to deliver the review and reform project. The PSRRP is a major policy commitment of the ACT Government, as reflected in the Parliamentary and Governing Agreement for the 10th Legislative Assembly (PaGA).

The team is now working on the changes required to deliver a reformed planning system, including a new Planning Act, a new Territory Plan, new District Strategies, and system improvements. As the project progresses, the implementation phase is critical and a range of actions and tasks form part of the implementation program. This position will lead the implementation to support the commencement of the new planning system and its various elements. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are united by our commitments to effectively deliver the Government's promise of effective and good planning.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Highly Desirable

Significant work experience in project management and coordination, change management, implementation work, government administration, urban policy or related field.

Notes: This is a temporary position available for nine months with the possibility of extension up to 12 months.

Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Kamarul (02) 6207 9703 Matthew.Kamarul@act.gov.au

Environment, Heritage and Water

Conservation Research

Maps and Data

Biodiversity Data Repository Lead

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54933)

Gazetted: 07 March 2023

Closing Date: 14 March 2023

Details: Environment, Heritage and Water Division is seeking a project lead (full or part-time) to lead planning of the ACT Biodiversity Data Repository (BDR) project. The ACT Government is working with the Commonwealth Department of Climate Change, Energy, the Environment and Water to establish a national Biodiversity Data Repository (BDR) that will allow exchange of biodiversity data between the Commonwealth and the States and Territories. The project is part of the Australian Government's Digital Environmental Assessments Program (DEAP). The Biodiversity Data Repository aims to improve data findability, accessibility, standardisation to make biodiversity data easy to use and valued, as well as create a system that will work side-by-side with existing environment information systems. The project will increase capability for state and territory systems to exchange data with each other, as well as with other national systems. We are looking for a project manager interested in engaging broadly with stakeholders to develop an implementation plan for delivery of the ACT Biodiversity Data Repository project, as well as driving the Division's strategic data objectives. Applicants need to have a good knowledge of data systems, experience in planning and project management, and be effective at engaging strategically and collaboratively with all levels of government (interjurisdictional, across Divisions and Directorates). Experience or knowledge of databases, data governance and standards, ICT systems, ArcGIS Portal systems, and/or biodiversity data management is highly valued but not limiting. Future ongoing employment opportunities in this team will extend beyond the initial offered contract period. We are looking for you! What we offer interesting and fulfilling work where you can see the impact you have to support and protect the Canberra environment and biodiversity. The opportunity to work with passionate science, data and biodiversity leaders. A supportive close-knit team culture. Balanced, semi-flexible workplace, in brand new, state of the art

accommodation enabling activity-based work. Flexible work from home opportunities 3 days a week (2 days in the office if full time). Full-time or Part-time. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply

Eligibility/ Other Requirements

Highly desirable:

Relevant qualifications appropriate to the scope of the activities to be performed. Demonstrated experience in project planning and management, and/or data system planning. Able to start immediately.

Notes: This is a temporary position available immediately until 30 June 2023. Part-time hours will be considered and the full-time salary noted above will be pro-rata. The successful applicant may be selected based on application and referee report only. Please note, this position works within activity-based working (ABW) arrangements. Under ABW arrangements, officers will not have a designated workstation/desk

How to apply: Expressions of interest are sought from potential candidates. Please send a supporting statement of no more than one to two (1-2) pages outlining your interest and claims to the position, with a current curriculum vitae and contact details of two referees

Please forward your expression of interest to jennifer.smits@act.gov.au

Applications should be sent directly to the Contact Officer.

Contact Officer: Jennifer Smits (02) 6207 0573 Jennifer.Smits@act.gov.au

Planning and Urban Policy

Planning System Review and Reform Project

Director Implementation, Training and Information

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58364)

Gazetted: 07 March 2023

Closing Date: 23 March 2023

Details: The Planning System Review and Reform Project (PSRRP) team are seeking applications from a highly motivated individual, who displays successful experience in developing and delivering training programs, excellent skills in developing user friendly information material and communication methods for a range of audiences, and effective delivery within time constraints, to fill the role of Director Implementation, Training and Information. The PSRRP team is a team within the Planning and Urban Policy Division which has been established to deliver the review and reform project. The PSRRP is a major policy commitment of the ACT Government, as reflected in the Parliamentary and Governing Agreement for the 10th Legislative Assembly (PaGA). The team is now working on the changes required to deliver a reformed planning system, including a new Planning Act, a new Territory Plan, new District Strategies, and system improvements. As the project progresses, the implementation phase is critical and a range of actions and tasks form part of the implementation program. This position will lead the implementation to support the commencement of the new planning system and its various elements.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are united by our commitments to effectively deliver the Government's promise of effective and good planning. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Significant work experience in education, training, project management and coordination, government administration, urban policy or related field is highly desirable.

Notes: This is a temporary position available for nine months with the possibility of extension. Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Kamarul (02) 6207 9703 Matthew.Kamarul@act.gov.au

CORPORATE SERVICES AND OPERATIONS

Finance, Information and Asset

Digital and ICT Portfolio Services

Digital Services Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43492)

Gazetted: 03 March 2023

Closing Date: 10 March 2023

Details: The role of Digital services officer will provide services to the Directorate to better understand business units' systems and process. Working with stakeholders you will undertake requirement analysis and present findings for the advancement of technology improvement to the directorates business system owners.

Support current and future business systems by providing project process support, auditing, user administration and enhancements.

Establish and maintain business relationships with a diverse range of internal and external stakeholders.

Undertake other duties appropriate to this level of classification which contribute to the operation of the section.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: Selection may be based on application and referee reports only.

An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Hybrid working is also utilised in this area.

How to apply: Please submit a two-page pitch addressing the skills, knowledge and behaviour that form the selection criteria as set out in the Position Description and provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Wei 02 5124 6360 Jamie.Wei@act.gov.au

Environment

Resilient Landscapes

Biosecurity and Rural Services

Senior vertebrate pest officer

General Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 11033)

Gazetted: 06 March 2023

Closing Date: 20 March 2023

Details: The Biosecurity and Rural Services team has an exciting opportunity for an enthusiastic, self-motivated person to join our team based at Stromlo depot. You will assist with implementing proactive pest animal control programs across ACT conservation estate and rural lands, predominately focussed on implementing the ACT wild dog control program.

The position involves predominantly independent work in remote areas and requires a close working relationship with both internal and external stakeholders such as ACT Parks and Conservation Service, rural lessees, neighbouring NSW private landholders and government agencies.

This position works 10 days on: four days off roster, involves the use of firearms, animal traps and vertebrate pesticides.

Eligibility/other requirements:

The following qualifications / compliance requirements are essential. Please consider these before applying:

Current firearms licence (category A and B)

Possess a class C or equivalent manual drivers' licence.

AQF3 and AQF4 accreditation (prepare and apply chemicals; transport, handle and store chemicals; minimise risks in the use of chemicals; plan and implement a chemical use program)

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Applicants are to address the Selection Criteria located in the Position Description, no more than half a page per criteria, provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Warren Schofield (02) 6207 8480 Warren.Schofield@act.gov.au

Independent Competition and Regulatory Commission

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Senior Regulatory Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 24846, several)

Gazetted: 08 March 2023

Closing Date: 27 March 2023

Details: Are you excited by the chance to contribute to consumer welfare? Does working on diverse range of complex issues in a collaborative and supportive work environment interest you?

The ACT’s economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking regulatory analysts to join its regulatory teams.

You will be working on a diverse range of projects to promote the well-being of the ACT community. You will have opportunities to engage with our stakeholders and contribute to the commission’s decision-making processes.

We are a small agency with a diverse workload. We set retail water and electricity prices and develop advice to the ACT Government on a range of industry competition and consumer issues. We also monitor and report on the performance of licensed utilities and ensure compliance with regulatory obligations. We have a collaborative and supportive culture that values diversity of skills, ideas and experiences, and provides interesting and challenging work that develops our team members’ knowledge and expertise.

You have strong research and analysis skills, good written and verbal communication skills, and a professional and collaborative working style. A degree in economics, finance, law, or related discipline is highly desirable.

Knowledge of regulatory, infrastructure, industry and/or consumer issues will be an advantage but is not essential.

We currently have several vacancies to be filled at the Senior Regulatory Analyst (ASO6) level.

Notes: The positions are based in Canberra, but we may consider remote working arrangements. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Recruitment to this position may be subject to the outcome of a National Police check.

How to Apply: After reviewing the ‘What you will do’ and ‘What you need’ sections in the position description, please provide a two-page written response to support your application.

Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities.

Please provide a current curriculum vitae and details of two referees.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Alexis Hardin (02) 6205 9759 Alexis.Hardin@act.gov.au

Justice and Community Safety

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

ACT Law Courts

Registry Operations

Civil Section, Family and Personal Violence Unit

Senior Support Officer - Family and Personal Violence Unit

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 23219)

Gazetted: 02 March 2023

Closing Date: 16 March 2023

Details: The Senior Support Officers' primary role is to provide support to the Family and Personal Violence Unit. This includes performing the functions of In-Court Support and administratively supporting the Team Leader in the work of the Unit (including using the Integrated Courts Management System ICMS) for all court outcomes and related matters. The position assists the Team Leader in training of staff and controlling workflow.

The position is also required to handle sensitive and protected information and will be required to fulfil the role in line with legislation, policy, procedures and protocols, with maturity, sensitivity and compassion.

The Senior Support Officer will need to embrace individual and cultural differences by displaying courteous, respectful, non-discriminatory behaviours in all activities.

The nature of this role is such that you will be exposed to sensitive material or information that may be confronting and culturally sensitive. The ACT Courts and Tribunal provides support services and training to assist staff in being culturally aware, resilient and safe in your workplace.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

Demonstrated ability or capabilities as they relate to the advertised role.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to apply: Applicants are required to submit four items:

- (1) ACT Government application cover sheet;
- (2) a statement of claim against each Position Descriptions capabilities criteria (limited to a maximum of two pages in total);
- (3) a current curriculum vitae;
- (4) the names and contact details of two referees.

When addressing the position description, you should highlight any specific examples of experience or achievements that demonstrate your ability to perform the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicholas Cannon (02) 6205 3885 Nicholas.Cannon@courts.act.gov.au

ACT Corrective Services

Operational Support

Organisational Capability

Training Administration Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 11269)

Gazetted: 02 March 2023

Closing Date: 23 March 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious people to join the Organisational Capability Unit as the Training Administration Coordinator (ASO5)

The successful applicant will be responsible for a range of administrative functions and processes relating to aspects of training registration, preparation, co-ordination and reporting according to organisational and Enterprise Agreement requirements.

In addition, you will provide administrative support in arranging external training and conference activities including making bookings, coding invoices, and reporting on training costs. You will also provide a range of administrative support services to the Unit including assisting with the co-ordination and scheduling of training activities for ACTCS employees

Further to this, you will enter and maintain student and training information on training databases and Learning Management Systems in a timely and accurate manner.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent customer service and communication skills.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

This position requires a pre-employment medical

This position does not require a Working with Vulnerable People Check.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months

How to Apply: Applicants are required to submit two items: (1) a one-to-three-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit both items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cecilee Miller (02) 6205 4910 Cecilee.Miller@act.gov.au

ACT Intermediary Program

ACT Human Rights Commission

Justice and Community Safety Directorate

Intermediary Program Administration Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52839)

Gazetted: 08 March 2023

Closing Date: 24 March 2023

Details: The ACT Intermediary Program is seeking a motivated and experienced individual for a period of up to 12 months to join the team in an administration officer capacity. The role reports to the Director and Assistant Director of the Program and further supports the work of intermediaries in the ACT.

As an Intermediary Program Administration Officer, you will work within a multi-disciplinary team to support intermediaries and the Program Director and Assistant Director in the day-to-day administration of intermediary services across the ACT. You will work collaboratively with internal and external stakeholders to ensure intermediaries are allocated appropriately to all police, court and other legal referrals received daily by the Program. You will also undertake discrete, ad hoc, administrative tasks as they arise and will have opportunities to support intermediaries as a 'responsible third party' at communication assessments for vulnerable witnesses.

Eligibility/Other requirements:

Highly Desirable

- Qualifications in law, social work, psychology or related disciplines.
- Experience working with stakeholders in the ACT criminal justice system.

Notes: This is a temporary position available immediately until February 2024 with the possibility of permanency.

How to Apply: Interested applicants are encouraged to contact the contact officer prior to submitting an application.

Please provide an Expression of Interest addressing the selection criteria of no more than two pages and a current Curriculum Vitae, including two current referees.

Applications should be sent to the Contact Officer.

Contact Officer: Laura Cilesio (02) 6207 5510 Laura.Cilesio@act.gov.au

ACT Corrective Services

Custodial Operations

Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 38288, several)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: ACT Corrective Services (ACTCS) is seeking motivated and conscientious people to fill vacancies for the role of Administration Assistant (ASO4) within Custodial Operations. These are temporary vacancies for up to six months, with the possibility of extension up to 12 months and/or permanency.

The Administration Officer will be responsible for providing office management and administrative support to meet the needs of the Alexander Maconochie Centre (AMC).

You will assist with meeting organisation and secretariat responsibilities, including preparation of agendas and taking and transcribing minutes.

In addition, you will be required to prepare a range of correspondence including letters, briefings and written reports and undertake a range of more complex tasks including minor procedure reviews and analytical reporting.

Further to this, you provide record management, including maintaining current files, sourcing files for investigation, copying files for legal purposes and sourcing file information for the Ombudsman, Freedom of

Information (FOI) requests and Human Rights Commission enquiries. You will also be required to create and maintain registers in relation to the daily operations of the AMC and prepare related reports and documentation. To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

Notes: These are temporary positions available for up to six months with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: To apply, applicants are required to submit two items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josh Newham (02) 5124 6826 Josh.Newham@act.gov.au

ACT Emergency Services Agency

ACT Rural Fire Service

Planning, Education, Engagement and Predictive Services

Rural Fire Risk Management Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11402)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: Do you enjoy working in a dynamic volunteer environment? Would you like to contribute to keeping our ACT community safe and engaging with a diverse group of people from federal government organisations to rural landholders at local and national levels?

A fantastic opportunity exists in ACT Rural Fire Service (ACTRFS) to be part of community-based service, in protecting people, property and environment from bushfires.

We are seeking an enthusiastic and dedicated person to fill the role of Rural Fire Risk Management Officer.

This position will facilitate, monitor, evaluate and report on the Farm FireWise and other risk reduction programs.

These programs are objectives and outcomes of the Strategic Bushfire Management Plan (SBMP) under the Emergencies Act 2004. Representing the ACT Rural Fire Service working in collaboration with ACT Rural Landholders, land managers, and other key stakeholders, to facilitate and improve the communities and organisation's capacity to deal with bushfires.

Eligibility/Other Requirements:

An understanding of the emergency management environment, and/or the Australasian Inter-Service Incident Management Systems (AIIMS), and/or qualifications relevant to Incident Management is highly desirable.

A minimum of a C Class driver's licence is essential.

Background and Security clearance checks will be conducted including National Police Records Check.

A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

An annual fitness test will be required if participating in a fire ground role.

How to Apply: Please review the Position Description and submit a pitch, no longer than two pages, providing examples of your experience demonstrative of your Professional/Technical Skills, Knowledge and Behavioural Capabilities to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Condon (02) 6207 5776 Chris.Condon@act.gov.au

Corporate Services

Capital Works and Infrastructure

Senior Director, Capital Works Delivery

Senior Officer Grade A \$157,201, Canberra (PN: 47817)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: Do you want to lead a team that delivers capital infrastructure projects with a diverse range of people and project tasks?

We are looking for a Senior Director, responsible for managing project assignments, including environmentally sensitive projects, in accordance with relevant procurement frameworks and legislation. The position is also responsible for the delivery of capital upgrades, developing and maintaining all associated business documentation to a high standard, and providing high level leadership to the team.

The Senior Director will also cultivate, and nurture collaborative working relationships with key internal and external stakeholders, including key government agencies and authorities, and represent the branch and the directorate at committee level as required.

Eligibility/Other Requirements:

Qualifications in Architecture, Engineering, or Project Management is desirable.

A driver's licence is required.

Notes: This is a temporary position available from 17 April 2023 to 04 August 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be sent to the Contact Officer.

Contact Officer: Franco Frino (02) 6205 0751 Franco.Frino@act.gov.au

ACT Corrective Services

Custodial Operations

Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 36294)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Administration Officer (ASO3), in the AMC Executive Support Team. This is a temporary vacancy for up to six months, with the possibility of extension up to 12 months and/or permanency.

The successful applicant will assist with the administration and coordination of visits bookings while maintaining compliance with the visits policy.

In addition, the successful applicant will be expected to demonstrate strong administrative skills including responding to general enquiries and drafting correspondence as required.

Further to this, you will be required to maintain records and undertake data entry, including incident reporting data.

To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Notes: This is a temporary position available for up to six months with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: To apply, applicants are required to submit two items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; and (2) a current resume including the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josh Newham (02) 5124 6826 Josh.Newham@act.gov.au

ACT Law Courts

ACT Supreme Court

Chambers

Executive Assistant to the Chief Justice

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35346)

Gazetted: 07 March 2023

Closing Date: 21 March 2023

Details: We are looking for suitable candidates for the position of Executive Assistant to the Chief Justice of the ACT Supreme Court.

The Court environment is fast paced and requires the suitable candidate to be highly organised, to have exceptional communication styles, to be able to manage priorities in order to ensure the smooth running of Chambers of the Supreme Court.

The Executive Assistant provides high-level administrative, secretarial and other support to the Chief Justice, including managing all communications with chambers, preparing draft correspondence, scheduling, managing and maintaining all commitments for the Chief Justice. The role also includes organising and preparing for meetings and events, and providing secretariat support for meetings and committees.

The role includes liaising with the Judges, Associate Judge, the Magistrates, all Judicial and Court staff as well as high level dignitaries, external organisations and members of the legal profession. The role also requires a high level of discretion in relation to materials the role will be required to manage.

The Executive Assistant reports to the Chief Justice on all operational matters however the role is ultimately responsible to the Registrar, ACT Supreme Court in relation to employment and financial matters.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

The contact officer for the position is Grant Kennealy – grant.kennealy@courts.act.gov.au or Ph: (02) 620 59236

Notes: Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Please provide no more than two pages addressing the capabilities in the Position Description for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grant Kennealy (02) 6205 9236 grant.kennealy@courts.act.gov.au

Legislation, Policy and Programs

Criminal Law Group

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60471, several)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: The Criminal Law Branch develops and implements policy, law reform, legislation and programs relating to the criminal justice system. This includes in relation to matters including family violence, sexual assault, bail, evidence, sentencing, corrections, policing, firearms, unexplained wealth, minimum age of criminal responsibility, the construction and framing of offences in ACT legislation and counter-terrorism.

Policy Officers in this role are responsible for contributing to the development of a range of criminal justice policy and reforms, including major projects underway in the branch and reforms to contribute to systemic

improvements to the criminal justice system in the ACT. The Branch is looking for two enthusiastic and motivated people to join our team with a view to commence as soon as possible.

The Branch is supportive of flexible working arrangements and part-time applicants are encouraged to apply.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications in law or related field or significant study towards gaining qualifications is highly desirable but not essential.

Note:

This is a temporary position available immediately up to six months. Selection may be based on application and referee reports only.

How to Apply: Interested applicants are requested to submit an Expression of Interest of no more than two pages addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities, which can be found in the Position Description; and a current Curriculum Vitae including the details for two referees.

Please forward your expression of interest to Cate Allingham at cate.allingham@act.gov.au and Angela Lauman at Angela.lauman@act.gov.au

Contact Officer: Angela Lauman (02) 6207 7364 Angela.Lauman@act.gov.au

Public Trustee and Guardian

Guardianship Unit

Project Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45357)

Gazetted: 07 March 2023

Closing Date: 23 March 2023

Details: Are you interested in protection of Human Rights? At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

We have a temporary vacancy for six months for a motivated and well organised professional to work in our dynamic Guardianship Unit (GU) as a Project Officer. GU aims to support each person to participate as fully as possible in decisions about their own lives. GU provides guardianship services to adults in our community who have diminished ability to manage their affairs due to a physical, mental, psychological or intellectual condition.

Guardianship services are provided under authority of an order of the ACT Civil and Administrative Tribunal (ACAT) or an Enduring Power of Attorney. The Project Officer will deliver a project to develop an information pack and training module to support newly appointed private guardians which complies with Australian Guardianship standards established by the Australian Guardianship and Administration Council (AGAC) and promotes understanding of decision-making rights and the responsibilities of appointment as guardian.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Completion or partial completion of relevant qualifications and/or experience is highly desirable.

This position requires applicants satisfy ACTPS pre-employment checks.

Driver's license Class C is essential.

This position does not require a pre-employment medical.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Notes: This is a temporary position available for six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the position overview, knowledge and capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now Button.

Contact Officer: Helen Connolly (02) 6207 9800 Helen.Connolly@act.gov.au

Board of Inquiry - Criminal Justice System

Media and Communications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60558)

Gazetted: 06 March 2023

Closing Date: 13 March 2023

Details: Applications are sought for the role of Media and Communications Officer (ASO6) within the Board of Inquiry – Criminal Justice System for up to 6 months.

On 21 December 2022, Chief Minister Andrew Barr, MLA and Attorney-General Shane Rattenbury, MLA announced the establishment of a Board of Inquiry into the Criminal Justice System in the Australian Capital Territory.

The Board of Inquiry was established to ensure that the Territory's framework for progressing criminal investigations and prosecutions is robust, fair and respects the rights of those involved. This involves ensuring the Territory's criminal justice entities work effectively together, and appropriately within their respective statutory frameworks.

Specifically, the Inquiry will examine the conduct of criminal justice agencies involved in the trial of *R v Lehrmann*. Recent public reporting and commentary in relation to the matter of *R v Lehrmann* raise issues that may have wider implications for the prosecution of criminal matters in the Territory.

The Board of Inquiry is looking for a talented media and communications officer to respond to media enquiries and to provide current information on the Inquiry's website. To be successful, you will have demonstrated experience working in media, excellent writing skills, sound judgment and the ability to deal with competing priorities. Tertiary qualifications in journalism, public relations or another relevant area are highly desirable. A strong network of media contacts and experience in identifying and mitigating risks and issues will be highly regarded.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

Relevant tertiary qualifications and significant experience working professionally in the fields of communications and media is highly desirable.

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. Please also include a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Banks (02) 6207 1197 Helen.Banks@courts.act.gov.au

Major Projects Canberra

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Infrastructure Delivery Partners

Social Project Management

Senior Project Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 39950)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: Would you like to make a positive difference to the world we live in through the delivery of critically important infrastructure in the health, emergency and corrective services, and policing sectors?

Do you like significant challenges and want to be a key member of a high performing team who work to support a healthy, safe, and secure city? Are you an outstanding project manager who understands and appreciates the complexity involved with safely producing infrastructure outcomes within “24 hours a day, 365 days a year” operational environments? Then this opportunity is for you!

The Social Infrastructure Branch within Major Projects Canberra’s Infrastructure Delivery Partners Division is looking for high performing team members who will project manage the procurement, contract administration, and delivery of critically important infrastructure projects in partnership with ACT Health, Canberra Health Services, and Justice and Community Safety.

To be successful in this role you must be highly motivated and self-driven, with the ability to drive project success through effective stakeholder and risk management, in accordance with budget, schedule and scope requirements. You must be willing to deliver projects on your own, with limited supervision, and to supervise and mentor other project officers.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply

Eligibility/other requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Luigina Corich (02) 6205 0284 Luigina.Corich@act.gov.au

Transport Canberra and City Services

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

City Services

ACT NoWaste

Waste Policy

Assistant Director - Waste Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46670)

Gazetted: 02 March 2023

Closing Date: 20 March 2023

Details: ACT NoWaste is unique in recycling and waste management in Australia: we work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at local, regional and national levels. We make a difference to our community, seeking to reduce waste, increase reuse and recycling, contribute to action on climate change and support the ACT’s transition to a more circular economy. We

are seeking proactive and motivated Assistant Directors to lead ongoing policy design, development and delivery of sustainable waste management regulatory frameworks. We are looking for experienced professionals with demonstrated stakeholder engagement and communications skills to inspire, energise, and positively influence team and individual outcomes. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, including behavioural capabilities (maximum three pages) and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Alexander (02) 6207 1542 David.Alexander@act.gov.au

City Services

Development Coordination Branch

Development Planning, Transport Assessment and Modelling

Assistant Director, Parking Coordination

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50505)

Gazetted: 08 March 2023

Closing Date: 22 March 2023

Details: The Development Coordination Branch is responsible for multiple planning, development and infrastructure related functions including coordinating TCCS advice on development proposals and major public infrastructure projects, transport impact assessment and custodianship of base reference transport models, parking planning and coordination, detailed design assessment and inspection and acceptance of public infrastructure assets as part of ACT Government major projects, infill and greenfield development.

The position of Assistant Director, Parking Coordination will be part of a team which develops and administers government's parking policy and will liaise and coordinate with other government directorates on parking matters. The position will also be required to undertake other planning activities across the division.

Eligibility/Other requirements:

Relevant experience to competently perform the duties of this position.

Competent in the use of Microsoft Office Suite and document management systems such as Objective and other required software.

It would be an advantage to have a degree in an appropriate field (e.g. land use planning, geography, urban design, engineering).

Notes: This is a temporary full time position for 12 Months with a possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will have a designated workstation/desk.

How to Apply: Please provide a two-page response addressing the 'What you require' criteria in the Position Description. This should outline the skills and experience you will bring to the role. Provide current curriculum vitae, including the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Director, Customer Experience - Domestic Animal Services

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50057)

Gazetted: 08 March 2023

Closing Date: 29 March 2023

Details: If you are passionate about animal welfare and making a difference to your community, this could well be the role for you.

Based at the Domestic Animal Services facility in Symonston, the Director of Customer Experience is responsible for overseeing the customer experience, ensuring customers have a positive interaction with the service. The role will require a person who can create and review workplace materials, develop strategies to improve the overall customer experience, and provide training and mentoring to team members on customer service.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. Although this role is not directly responsible for supervising and managing team members, it is required to work with, and motivate individual team members and workstreams, and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

Notes: This is a temporary position available immediately for six months.

How to Apply: Applicants must provide a response to each selection criteria (no more than 350 words each criteria), a current Curriculum Vitae, and two referees.

Applications should be submitted via the Apply Now button below.

City Services

Roads ACT

Works

Road Worker

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 23243)

Gazetted: 07 March 2023

Closing Date: 7 April 2023

Details: As a team member of the road maintenance crew, this position will participate in daily road maintenance activities ensuring that they work safely adhering to all standard operating procedures.

The position will rotate across all road maintenance road crews and carry out other related duties depending on operational requirements where you will learn (or teach) new skills within the team to ensure competency.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQIA+ are encouraged to apply.

Eligibility/Other Requirements:

Permanent resident of Australia

Driver's licence MR-Class is essential

Construction Induction (white card) essential

Asbestos Awareness essential

First Aid and/or Traffic Control Certificate desirable

This position does require a pre-employment medical

This position does not require a Working with Vulnerable People Check

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description. A current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ilija Kovacevic (02) 6207 4746 Ilija.Kovacevic@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Transport Canberra and Business Services

Transport Canberra

Light Rail Operations

Senior Rail Engineer

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 60005)

Gazetted: 06 March 2023

Closing Date: 20 March 2023

Details: The Senior Rail Engineer will report to the Executive Branch Manager Light Rail Operations and be responsible for providing assurance that the technical and asset obligations of both the light rail operator and the ACT Government are being met in accordance with the requirements of the PPP contract. This includes reviewing, advising, managing risk and influencing outcomes on technical aspects of light rail operations and the impacts of future stages of light rail.

Under limited direction, the Senior Rail Engineer will:

Oversee the monitoring and review of all aspects of the light rail operator's asset management activities to ensure optimal asset outcomes and appropriate risk management for the light rail network and the ACT Government.

Asset management activities include inspection, maintenance, replacement, refurbishment, obsolescence management and modification of light rail infrastructure.

Manage and conduct audits of the asset management performance of the light rail operator.

Provide specialist operational, technical and engineering advice on contractual matters associated with the light rail assets including how these relate to the planning and integration of future stages of light rail.

Review proposed technical, engineering and systems designs, specifications and requirements related to light rail assets including those required for future light rail stages and provide specialist operational and technical advice and influence outcomes. Participate in and lead workshops, industry meetings and engagement with other areas of the ACT Government as required to facilitate tasks in relation to light rail operations, planning and management.

Work closely with the Major Projects Canberra team to manage any impact of the delivery of future light rail stages on the existing light rail service by providing insight into the operational environment of the existing system. Lead the engagement with and oversee input from technical specialists on a variety of light rail systems including light rail vehicles, traction power, communication systems and civil infrastructure and use this advice to manage risk and achieve desired outcomes under the Project Agreement. Aid in procurement of specialist advice when required.

Directly supervise, lead and manage staff within the Light Rail Operations team, providing mentoring and opportunities for development.

Eligibility/Other requirements:

Mandatory: Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or have a least 10 years relevant experience in Project Management.

This position requires a pre-employment Rail Worker Health Assessment Category 3 prior to engagement.

The incumbent in this position may be required to participate in drug and/or alcohol testing in accordance with Rail Safety National Law as part of Canberra Metro's safety requirements.

This position does require a Working with Vulnerable People Check.

Experience in a transport (especially rail or light rail), or infrastructure environment is highly desirable.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, responding to the 'What you require' section in the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Haraldson (02) 6207 5345 Anthony.Haraldson@act.gov.au

City Services

Roads ACT

Road And Path Network

Drafting and Investigations officer

Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 23574)

Gazetted: 07 March 2023

Closing Date: 21 March 2023

Details: This role assesses customer enquiries in relation to traffic control devices (road signs and lines), identify solutions and draft designs and contract documents for Minor New Works (MNW) program. This includes using Computer Aided Drafting (CAD); designs for new, and modifications of existing, Traffic Control Devices, managing fingerboard requests from external agencies and providing input to modifications of the design standards.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQIA+ are encouraged to apply.

Eligibility/other requirements:

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or

have significant building or infrastructure knowledge and/or project management experience

Note: This is a temporary position available immediately for three months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to apply: A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description along with a current curriculum vitae and contact details of at least two referees

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Applications should be submitted via the "Apply Now" button below.

Contact Officer: Neil Pincombe (02) 6205 7067 Neil.Pincombe@act.gov.au

Worksafe ACT

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: jobs@act.gov.au

Finance

Senior Finance Advisor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60738)

Gazetted: 07 March 2023

Closing Date: 21 March 2023

Details: Are you an enthusiastic, professional, high performing and motivated individual and are you looking for your next step in your accounting career? If you answered yes to this question, we'd love to hear from you!

WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner. Here at WorkSafe ACT we are proud of the work we do and are committed to improving the physical and psychosocial health and safety of Territory workers.

We have an exciting opportunity to fill the role of our Senior Finance Officer position within our Finance team. As the Senior Finance Officer, you will be assisting in the preparation of financial reports, budget documents and the provision of corporate and administrative support services.

The successful applicant will have excellent communication skills, a strong background in accounting and finance management, sound understanding of financial systems, and the ability to manage and complete multiple tasks in a timely manner in collaboration with a variety of stakeholders.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, women, those from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/Other Requirements:

Tertiary qualifications in accounting or similar discipline are highly desirable. Working knowledge of the Oracle, Accounts Payable Invoice Automation Solution (APIAS) and TM1 systems is also desirable.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months and/or permanency.

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on written applications and referee reports only.

This position operates within an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting written response of no more than two (2) pages demonstrating your skills and experience relevant to the Selection Criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to support your claims.

Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daphne Fung (02) 5124 9650 daphne.fung@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Information Technology Officer Class 1 \$73,920 - \$84,144

Xiaoli Diao, Section 68(1), 16 March 2023

Canberra Health Services

Health Professional Level 2 \$70,679 - \$97,028

Lixon Antappan, Section 68(1), 3 March 2023

Registered Midwife Level 1 \$72,698 - \$97,112

Abuk Athum, Section 68(1), 6 March 2023

Registered Midwife Level 1 \$72,698 - \$97,112

Alison Bakavgas, Section 68(1), 6 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Reecha Bhatta, Section 68(1), 23 February 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Kellie Byrne, Section 68(1), 27 February 2023

Health Professional Level 4 \$114,928 - \$123,710

Alison Camroux, Section 68(1), 6 February 2023

Senior Officer Grade B \$135,355 - \$152,377

Jade Davis, Section 68(1), 6 March 2023

Health Service Officer Level 5 \$60,182 - \$63,169

Aaron Fenning, Section 68(1), 3 March 2023

Health Service Officer Level 4/5 \$57,149 - \$63,169

Keith Gowen, Section 68(1), 1 March 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Alison Grattan, Section 68(1), 6 March 2023

Health Professional Level 4 \$114,928 - \$123,710

Ahmed Hassan, Section 68(1), 8 March 2023

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Emily Jacobs, Section 68(1), 7 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sapana KC, Section 68(1), 28 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Joseph Kuriakose, Section 68(1), 9 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Rahisha Maharjan, Section 68(1), 28 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Rabina Painsi Sharma, Section 68(1), 3 March 2023

Registered Midwife Level 1 \$72,698 - \$97,112

Mary Schlegel, Section 68(1), 6 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Rahisha Maharjan, Section 68(1), 27 February 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Ginie Sumao-i, Section 68(1), 9 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Ruschi Thapa, Section 68(1), 28 February 2023

Registered Midwife Level 1 \$72,698 - \$97,112

Demi Thomas, Section 68(1), 9 March 2023

Health Professional Level 2 \$70,679 - \$97,028

Sarah Whitting, Section 68(1), 6 March 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Adel Ekladios, Section 68(1), 13 March 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Vijaysinh Wagh, Section 68(1), 01 May 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Annelise Kerr, Section 68(1), 06 March 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$84,749 - \$89,705

Colleen Brown, Section 68(1), 8 March 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Belinda Burggraaff, Section 68(1), 9 March 2023

Infrastructure Officer 2 \$91,428 - \$105,186

Steven Jamson, Section 68(1), 2 March 2023

Community Services

Health Professional Level 2 \$70,679 - \$97,028

Madeleine Jaccarini, Section 68(1), 6 March 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Sara Zorzi, Section 68(1), 6 March 2023

Education

School Assistant 2/3 \$51,548 - \$62,857

Hedyeh Albohmal, Section 68(1), 6 March 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Emma Brown, Section 68(1), 1 March 2023

School Assistant 2/3 \$51,548 - \$62,857

Sonya Darwish, Section 68(1), 6 March 2023

School Assistant 2/3 \$51,548 - \$62,857

Maria Diamand, Section 68(1), 6 March 2023

School Assistant 2/3 \$51,548 - \$62,857

Jessica Gray, Section 68(1), 8 March 2023

School Assistant 2 \$51,548 - \$56,919

Michelle Howell, Section 68(1), 21 February 2023

School Assistant 2 \$51,548 - \$56,919

Jia Li, Section 68(1), 8 March 2023

School Assistant 2/3 \$51,548 - \$62,857

Rina Lober, Section 68(1), 8 March 2023

School Assistant 2 \$51,548 - \$56,919

Tania Priestley, Section 68(1), 8 March 2023

School Assistant 3 \$58,404 - \$62,857

Kristy Riddell, Section 68(1), 6 March 2023

School Assistant 2/3 \$51,548 - \$62,857

Helen Vlandis, Section 68(1), 8 March 2023

School Assistant 3 \$58,404 - \$62,857

Kerri Wilesmith, Section 68(1), 8 March 2023

Classroom Teacher \$76,575 - \$114,624

Nazim Khan, Section 68(1), 24 March 2023

Classroom Teacher \$76,575 - \$114,624

Tonia Davidson, Section 68(1), 16 February 2023

Environment, Planning and Sustainable Development

Administrative Services Officer Class 5 \$84,749 - \$89,705

Denzel Byrne, Section 68(1), 2 March 2023

Technical Officer Level 3 \$79,105 - \$89,398

Clare Reeves, Section 68(1), 6 March 2023

Justice and Community Safety

Administrative Services Officer Class 6 \$91,315 - \$104,509

Chernay Evans, Section 68(1), 7 March 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Louise McKibbin, Section 68(1), 13 March 2023

Suburban Land Agency

Administrative Services Officer Class 5 \$84,749 - \$89,705

Rebekah Mewburn, Section 68(1), 2 March 2023

Transport Canberra and City Services

Bus Operator - Training \$74,582

Rodney Apathy, Section 68(1), 4 March 2023

Bus Operator - Training \$74,582

Jessica Cheel, Section 68(1), 4 March 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Ravindu De Fonseka, Section 68(1), 9 March 2023

General Service Officer Level 3/4 \$53,867 - \$58,825

David McGarvey, Section 68(1), 4 March 2023

Bus Operator - Training \$74,582

Amandeep Singh, Section 68(1), 4 March 2023

Bus Operator - Training \$74,582

Tracey Stevenson, Section 68(1), 4 March 2023

TRANSFERS

Canberra Health Services

Josie Araya-Bishop

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 03943) (Gazetted 11 January 2023)

Lorna Indrele

From: Health Professional Level 3 \$99,819
Community Services
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 23946) (Gazetted 6 January 2023)

Jinwoo Nam

From: Registered Nurse Level 1 \$97,112
Canberra Health Services
To: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services, Canberra (PN. 33094) (Gazetted)

Meera Raju

From: Registered Nurse Level 1 \$72,698
Canberra Health Services
To: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services, Canberra (PN. 42342) (Gazetted 27 October 2022)

Balasooriya Mudiyansele Janaka Lasantha Balasooriya

From: Specialist 1-5 / Senior Specialist \$188,151 - \$254,198
Canberra Health Services Clinical Services Surgery
To: Specialist 1-5 / Senior Specialist \$188,151 - \$254,198
Canberra Health Services Clinical Services General Surgery, Canberra PN. 19732 Gazette 15 September 2022

Chief Minister, Treasury and Economic Development

Morgan Potter

From: Senior Officer Grade C \$114,928
ACT Health
To: Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 39596) (Gazetted 24 January 2022)

Community Services

Tammi Walton

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Community Services
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Community Services, Canberra (PN. 36469) (Gazetted 24 November 2022)

Director of Public Prosecutions

Mitchell Greig

From: Prosecutor Associate \$78,591
Justice and Community Safety
To: Prosecutor Associate \$76,255 - \$78,591
Director of Public Prosecutions, Canberra (PN. 40043) (Gazetted 11 February 2023)

Education

Sally Van Aalst

From: Senior Officer Grade A \$157,201

Transport Canberra and City Services

To: Senior Officer Grade A \$157,201

Education, Canberra (PN. 09444) (Gazetted 11 April 2022)

Justice and Community Safety

Jennifer Arthur

From: Senior Officer Grade C 123,710

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 57529) (Gazetted 6 January 2023)

PROMOTIONS

ACT Health

Corporate Services

Corporate and Governance

People Strategy

Caroline Brighenti

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 23973) (Gazetted 8 February 2023)

Digital Solutions Division

Applications Support

Arun Chandu Nair

From: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 60718) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Applications Support

Shaun Griffiths

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 60724) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Technology Operations

Security Hub

Rajesh Malamal Kendoth

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 60736) (Gazetted 20 January 2023)

Digital Solutions Division

Applications Support

Alex Miller

From: Registered Nurse Level 3.2 \$130,846

Canberra Health Services

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 60722) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division

Technology Operations

Harpreet Natt

From: Health Service Officer Level 9 \$79,105 - \$89,398

ACT Health

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 60737) (Gazetted 18 January 2023)

Digital Solutions Division

Application Support

Medications Systems Hub

Laura Walsh

From: Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Canberra Health Services

To: †Pharmacist Level 4 \$121,747 - \$131,067

ACT Health, Canberra (PN. 60749) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Canberra Health Services

Michelle Caldwell

From: Dental Assistant Level 3 \$82,566

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 60192) (Gazetted 9 January 2023)

Nicole Carey

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 29100) (Gazetted 21 October 2022)

Riordan Collin

From: Health Service Officer Level 3/4 \$55,350 - \$59,336

Canberra Health Services

To: Health Service Officer Level 5 \$60,182 - \$63,169

Canberra Health Services, Canberra (PN. 20574) (Gazetted 11 October 2022)

Anthony Elphick

From: Building Trade \$76,147 - \$80,536

Canberra Health Services

To: Senior Building Trade \$83,597 - \$89,398
Canberra Health Services, Canberra (PN. 29516) (Gazetted 22 February 2023)

Chrystal Harriss

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: †Registered Nurse Level 3.1 \$115,743 - \$120,506
Canberra Health Services, Canberra (PN. 57619) (Gazetted 29 June 2022)

Medical Services

Marissa Martin

From: Technical Officer Level 1 \$62,599 - \$65,631
Canberra Health Services
To: Technical Officer Level 2 \$67,760 - \$77,593
Canberra Health Services, Canberra (PN. 50607) (Gazetted 19 October 2022)

Siope Naeata

From: Health Professional Level 4 \$114,928 - \$123,710
Canberra Health Services
To: Health Service Officer Level 5 \$60,182 - \$63,169
Canberra Health Services, Canberra (PN. 44967) (Gazetted 11 October 2022)

Office of CEO

Quality Safety Innovation and Improvement

Clare Netterfield

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Canberra Health Services
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Canberra Health Services, Canberra (PN. 43235) (Gazetted 24 January 2023)

Ann Plummer

From: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 23987) (Gazetted 3 February 2022)

Ankita Pradhan

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: †Registered Nurse Level 3.2 \$130,846
Canberra Health Services, Canberra (PN. 40424) (Gazetted 18 January 2023)

Medical Services

Pathology

Katherine Singh

From: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 33063) (Gazetted 22 December 2022)

Monika Tencic

From: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services
To: †Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 20610) (Gazetted 10 August 2022)

Debbie White

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 54837) (Gazetted 19 January 2023)

Amanda Wynants

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 28586) (Gazetted 19 January 2023)

Chief Minister, Treasury and Economic Development

Access Canberra

Government Operations, Data and Strategy/Government Business and Coordination

Courtney Adams

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 55179) (Gazetted 24 January 2022)

Policy and Cabinet

Executive and Business Support

Molly Folkard

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 59799) (Gazetted 7 December 2023)

Access Canberra

Government Business, Data and Strategy

Data and Analysis

Luther Hare

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 58892) (Gazetted 14 September 2022)

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities

Nigel Karunanayake

From: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 14406) (Gazetted 24 August 2022)

Digital, Data and Technology Solutions

Technology Services Branch

Corporate Applications

Paul Manley

From: Information Technology Officer Post Graduate \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 14336) (Gazetted 10 January 2023)

Economic Development

Visit Canberra

Laura Raine

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 36791) (Gazetted 7 March 2023)

Direct Promotion under S20 PS Management Act

Economic Development

Visit Canberra

Sarah Staruszkiewicz

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 32973) (Gazetted 7 March 2023)

Direct Promotion under S20 PS Management Act

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities

Jacob Turner

From: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 49182) (Gazetted 24 August 2023)

Corporate

Workforce and Information Services

Jacob Tyrie

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 36868) (Gazetted 19 December 2022)

Economic Development

Business and Innovation

Mihiri Weerarathna

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 40265) (Gazetted 7 October 2022)

Education

Business Services

Infrastructure and Capital Works

Capital Upgrades

Bradley Spence

From: Building Service Officer 3 \$73,429 - \$77,593

Education

To: Infrastructure Officer 2 \$91,428 - \$105,186

Education, Canberra (PN. 23622) (Gazetted 22 November 2022)

Environment, Planning and Sustainable Development

City Renewal Authority

Capital Works

Geoff Bunnett

From: Infrastructure Manager/Specialist 1 \$175,124

Environment, Planning and Sustainable Development

To: †Infrastructure Manager/Specialist 3 \$200,140

Environment, Planning and Sustainable Development, Canberra (PN. 59434) (Gazetted 31 January 2023)

Environment

ACT Parks and Conservation Service

Urban Reserves

Wade Fuller

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Environment, Planning and Sustainable Development

To: †General Service Officer Level 7 \$67,760 - \$71,554

Environment, Planning and Sustainable Development, Canberra (PN. 36847) (Gazetted 20 October 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Climate Change and Energy

Climate Change Policy

Carolyn Goonrey

From: Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 40964) (Gazetted 1 December 2022)

Corporate Services and Operations

Finance, Information and Assets

Digital and ICT Portfolio Services

Nicholas Murray

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 39362) (Gazetted 21 December 2022)

Justice and Community Safety

ACT Court and Tribunal

Registry Operations Branch

Amber Allen

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety, Canberra (PN. 02119) (Gazetted 10 June 2022)

Strategic Policy and Programs, Community Safety

Anita Axell

From: Legal Officer Grade 1 \$70,680 - \$142,352

Justice and Community Safety

To: †Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 51192) (Gazetted 22 November 2022)

ACT Human Rights Commission

Alison Murley

From: Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety

To: †Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 52838) (Gazetted 6 February 2023)

Emergency Services

ACT Ambulance Service

Ambulance Operations

Caitlin Murray

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: †Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 59952) (Gazetted 9 March 2023)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Major Projects Canberra

Infrastructure Delivery Partners

Social Project Management

Natasha Cook

From: Infrastructure Officer 2 \$91,428 - \$105,186

Major Projects Canberra

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Major Projects Canberra, Canberra (PN. 33785) (Gazetted 30 September 2022)

Suburban Land Agency

Suburban Land Agency

Governance and Corporate Services

Governance

Anna Smolicic

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Suburban Land Agency, Canberra (PN. 40200) (Gazetted 16 January 2023)

Transport Canberra and City Services

City Services

ACT NOWaste

Service Delivery

Nishi Raj

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 00330) (Gazetted 17 January 2023)

Worksafe ACT

WorkSafe ACT

Construction Industry

Brad Barrett

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Worksafe ACT

To: †Senior Officer Grade C \$114,928 - \$123,710

Worksafe ACT, Canberra (PN. 32662) (Gazetted 12 January 2023)

WorkSafe ACT

WorkSafe ACT

Construction

Ali Hayat

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: †Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 21119) (Gazetted 12 January 2023)