



**ACT Government Gazette**  
**Gazetted Notices for the week beginning 19 October 2023**

## VACANCIES

### ACT Electoral 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](mailto:jobs@act.gov.au)

#### **Funding and Disclosure Officer**

**Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 50889, Several)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team.

The successful applicant will be required to provide clerical and administrative support in relation to the ACT's election funding, expenditure and financial disclosure scheme. Work activities will include processing, publishing and reviewing financial disclosure returns to ensure electoral participants comply with Part 14 of the Electoral Act 1992.

Applicants should possess effective writing and communication skills and are expected to demonstrate high quality customer service skills, the ability and willingness to work within a small team environment and actively seek out opportunities for continual improvement. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Elections ACT 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.

Further information relating to Elections ACT can be found at: [www.elections.act.gov.au](http://www.elections.act.gov.au)

Eligibility/ Other requirements: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.

Note: This is a temporary position available immediately until 15 November 2024, with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and may 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 maximum two-page pitch addressing the professional/technical and behavioural capabilities that form the criteria that are required to perform the Duties and Responsibilities of the position set out in the position description. Please provide a current curriculum vitae including contact details for two referees. Applications should be submitted via the apply now button.

Contact Officer: Oanh Nguyen (02) 6205 0342 [Oanh.Nguyen@act.gov.au](mailto:Oanh.Nguyen@act.gov.au)

#### **Facilities and Access Manager**

**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63260)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: Elections ACT is seeking an enthusiastic and motivated individual to oversee all aspects related to Elections ACT's office tenancy during preparation for and delivery of the 2024 ACT election, including external and internal physical access controls.

The Facilities and Access Manager will be responsible for managing, planning and delivering the different iterations of the main office tenancy layout of Elections ACT corresponding with each stage of the 2024 ACT legislative Assembly election.

Important initial activities of the Facilities and Access Manager will include monitoring and auditing tenancy security access to the main office, and acting as the liaison between Elections ACT, ACT Property Group and other building tenants, to raise and resolve building matters.

This position will also be the designated Health and Safety Representative and will be offered appropriate training to undertake this aspect of the role.

These responsibilities are set in the context of a relatively small permanent Elections ACT workforce, reinforced with additional temporary staff and hundreds of short-term polling officials in delivering the four yearly ACT Legislative Assembly election.

Staff of Elections ACT are expected to be proactive, enthusiastic and show a capacity to work well within a small team. They must be willing to continuously improve, be outcome focused and accountable for their actions. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Elections ACT 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: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.

This position will also be the designated Health and Safety Representative and will be offered appropriate training to undertake this aspect of the role.

Note: This is a temporary position available for 12 months from November 2023 to November 2024. A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page pitch, addressing the professional/technical and behavioural capabilities set out in the position description and provide a current curriculum vitae, including contact details for two referees.

*Applications should be submitted to via the Apply Now button.*

Contact Officer: Reynaida Camporedo (02) 6207 9340 [Reynaida.Camporedo@act.gov.au](mailto:Reynaida.Camporedo@act.gov.au)

### **Election Operations ICT Officers**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 46258, several)**

Gazetted: 19 October 2023

Closing Date: 2 November 2023

Details: Elections ACT is looking for two enthusiastic and dedicated people to assist in preparations for the 2024 ACT Legislative Assembly election.

The successful applicants will be working within the Elections Operations team to implement and deliver high quality ICT business systems and services for the 2024 election.

The successful applicants will support the ongoing modernisation and implementation of ICT enabled electoral procedures and systems for the 2024 ACT election, including electronic voting and counting, electoral roll mark-off, polling place management, and intelligent character recognition ballot paper scanning.

Staff of Elections ACT are expected to be proactive, demonstrate quality customer service and show a capacity to work well within a small team. They must be willing to continuously improve, be outcome focused and accountable for their actions. It is important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Elections ACT 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: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.

Notes: This is a temporary position available from November 2023 for a period of 12 months. A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to apply: Please submit a maximum two-page pitch, addressing the professional/technical and behavioural capabilities set out in the position description and provide a current curriculum vitae, including contact details for two referees.

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

Contact Officer: Jiv Sekhon (02) 6205 0046 [Jiv.Sekhon@act.gov.au](mailto:Jiv.Sekhon@act.gov.au)

### **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>

**Population Health Division**

**Planning, Preparedness and Surveillance Branch**

**Public Health Response and Capability**

**Assistant Director (Emergency Management Coordinator), Health Emergency Management Unit**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 23696, Several)**

Gazetted: 25 October 2023

Closing Date: 1 November 2023

Details: The Health Emergency Management Unit (HEMU) provides direction and coordination to support the ACT Health sector in responding to incidents, emergencies, public health risks and disasters that occur locally, nationally and internationally.

The Assistant Director is a diverse and complex role; successful applicants may be involved in assisting to manage public health or other emergency incidents; developing policies, procedures and plans; or developing and managing training and exercises. As such, people with diverse skills and experiences are encouraged to apply. Regardless of your background or experience, we are looking for people who are adaptive and resilient, who can solve problems, thrive in ambiguous and changing settings, are eager to learn, and have excellent stakeholder relationship skills. You will be working with multidisciplinary health and emergency teams, so strong communication skills are essential. You will participate in an on-call roster and may be required to work after-hours, weekends and/or public holidays to support emergency responses. Your ability to take leave over higher risk periods may be restricted but would be subject to discussion with Managers.

Note: This is a temporary position available from immediately up until November 2023 with the possibility of extension up to 12 months and/or permanency.

. This selection process may be used to fill future identical vacancies over the next 12 months. This position is available to ACT Government officers and employees only.

How to apply: To apply, email the contact officer with a pitch no longer than two pages outlining your skills and experience; your Curriculum Vitae; and details of two referees (one of whom should be your current supervisor).

*Applications should be submitted via the apply now button.*

Contact Officer: Toby Keene 0408 663 116 [Toby.Keene@act.gov.au](mailto:Toby.Keene@act.gov.au)

**Population Health Division**

**Planning, Preparedness and Surveillance**

**Public Health Response and Capability**

**Assistant Director, Health Emergency Management Unit**

**Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 17677)**

Gazetted: 25 October 2023

Closing Date: 1 November 2023

Details: ACT Health is seeking an experienced leader to lead the Health Emergency Management Unit (HEMU) over summer. HEMU is responsible for planning, coordinating and delivering emergency management functions for the Directorate and the broader health sector, including both the health consequences of natural disasters and public health emergencies. The successful applicant will lead a small and experienced multidisciplinary team to plan and manage incidents and emergencies. We are seeking someone who is adaptive, flexible and resilient, with strong problem-solving and outstanding stakeholder engagement and negotiation skills. Experience in a similar role and/or knowledge of ACT emergency management arrangements will be favourably considered.

As we are entering the high-risk weather season, opportunities to take leave over summer will be restricted due to operational demands, though interested candidates may still wish to apply as this process will be used to cover leave or other absences over the next 12 months.

Note: This is a temporary position available from November 2023 until February 2024. This selection process may be used to fill future identical vacancies over the next 12 months. This position is available to ACT Government officers and employees only.

How to apply: a pitch no longer than two pages long outlining your skills and experience; your Curriculum Vitae; and details of two referees (one of which should be your current supervisor).

Applications should be submitted to the contact officer.

Contact Officer: Toby Keene 0408 663 116 [Toby.Keene@act.gov.au](mailto:Toby.Keene@act.gov.au)

**Office of the Deputy Director-General**

### **Chief GP and Primary Care Advisor**

#### **Senior Specialist \$254,198, Canberra (PN: P28599)**

Gazetted: 24 October 2023

Closing Date: 21 November 2023

Details: Applications are being sought for the position of Chief GP and Primary Care Advisor.

This is an important position made jointly between ACT Health Directorate and the Australian National University. This key leadership role works collaboratively alongside the other professional leads in the Office for Professional Leadership and Education, which strives to inspire the whole health system toward excellence. You will contribute to this by leading teams to collaborate across the ACT and region to improve health care, advocating for the clinical workforce into the future and delivering reform and improvement in the system that no one else can do.

This role has explicit links to the Australian National University (ANU). The ACTHD and ANU seek to work together to build a centre of GP and primary care policy, research and education excellence, which leads primary care and GP innovation locally and nationally and builds strong, sustainable and excellent GP and primary care for the ACT. This role will work collaboratively with the ANU on joint programs including workforce initiatives, the development and evaluation of innovative models of care as well as shared policy relevant research projects. The Chief GP and Primary Care Advisor will be encouraged to apply for honorary clinical academic title at the ANU.

The successful applicant will model ACT Health Government values of respect, integrity, collaboration and innovation.

Remuneration: The salary component for this role will be at the Senior Specialist level – from \$254,198 or if reclassified to Executive level, please see the [Determinations - ACT Remuneration Tribunal](#)

Contract: The position is currently classified as a Senior Specialist, however the position is pending review to potentially reclassify to a Senior Executive Service (SES) position. Either an SES Band 2 or Senior Staff Specialist contract will be offered long term for up to five years. If an SES position is offered, this will be a long-term performance-based contract and prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: To apply for the position, please submit a two-page pitch and curriculum vitae aligned with the Position Description including the contact details for two referees.

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

Contact Officer: Robyn Hudson 0437 197 220 DDGHealth-PT@act.gov.au

### **Finance Manager**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 01768, Several)**

Gazetted: 23 October 2023

Closing Date: 24 October 2023

Details: Applications are being sought for the position of Chief GP and Primary Care Advisor.

This is an important position made jointly between ACT Health Directorate and the Australian National University. This key leadership role works collaboratively alongside the other professional leads in the Office for Professional Leadership and Education, which strives to inspire the whole health system toward excellence. You will contribute to this by leading teams to collaborate across the ACT and region to improve health care, advocating for the clinical workforce into the future and delivering reform and improvement in the system that no one else can do.

This role has explicit links to the Australian National University (ANU). The ACTHD and ANU seek to work together to build a centre of GP and primary care policy, research and education excellence, which leads primary care and GP innovation locally and nationally and builds strong, sustainable and excellent GP and primary care for the ACT. This role will work collaboratively with the ANU on joint programs including workforce initiatives, the development and evaluation of innovative models of care as well as shared policy relevant research projects. The Chief GP and Primary Care Advisor will be encouraged to apply for honorary clinical academic title at the ANU.

The successful applicant will model ACT Health Government values of respect, integrity, collaboration and innovation.

Remuneration: The salary component for this role will be at the Senior Specialist level – from \$254,198 or if reclassified to Executive level, please see the [Determinations - ACT Remuneration Tribunal](#)

Contract: The position is currently classified as a Senior Specialist, however the position is pending review to potentially reclassify to a Senior Executive Service (SES) position. Either an SES Band 2 or Senior Staff Specialist contract will be offered long term for up to five years. If an SES position is offered, this will be a long-term performance-based contract and prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: To apply for the position, please submit a two-page pitch and curriculum vitae aligned with the Position Description including the contact details for two referees.

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

Contact Officer: Robyn Hudson 0437 197 220 DDGHealth-PT@act.gov.au

**Assistant Director, Health Procurement**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 13114)**

Gazetted: 23 October 2023

Closing Date: 21 October 2023

Details: Applications are being sought for the position of Chief GP and Primary Care Advisor.

This is an important position made jointly between ACT Health Directorate and the Australian National University.

This key leadership role works collaboratively alongside the other professional leads in the Office for Professional Leadership and Education, which strives to inspire the whole health system toward excellence. You will contribute to this by leading teams to collaborate across the ACT and region to improve health care, advocating for the clinical workforce into the future and delivering reform and improvement in the system that no one else can do.

This role has explicit links to the Australian National University (ANU). The ACTHD and ANU seek to work together to build a centre of GP and primary care policy, research and education excellence, which leads primary care and GP innovation locally and nationally and builds strong, sustainable and excellent GP and primary care for the ACT. This role will work collaboratively with the ANU on joint programs including workforce initiatives, the development and evaluation of innovative models of care as well as shared policy relevant research projects. The Chief GP and Primary Care Advisor will be encouraged to apply for honorary clinical academic title at the ANU.

The successful applicant will model ACT Health Government values of respect, integrity, collaboration and innovation.

Remuneration: The salary component for this role will be at the Senior Specialist level – from \$254,198 or if reclassified to Executive level, please see the [Determinations - ACT Remuneration Tribunal](#)

Contract: The position is currently classified as a Senior Specialist, however the position is pending review to potentially reclassify to a Senior Executive Service (SES) position. Either an SES Band 2 or Senior Staff Specialist contract will be offered long term for up to five years. If an SES position is offered, this will be a long-term performance-based contract and prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: To apply for the position, please submit a two-page pitch and curriculum vitae aligned with the Position Description including the contact details for two referees.

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

Contact Officer: Robyn Hudson 0437 197 220 DDGHealth-PT@act.gov.au

**Policy, Partnerships and Programs**

**Health Policy and Strategy Branch**

**End of Life Policy - Voluntary Assisted Dying and Palliative Care**

**Assistant Director, Communication and Engagement**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 57838)**

Gazetted: 19 October 2023

Closing Date: 2 November 2023

Details: Are you a talented communications professional looking for a new challenge? Do you know what it takes to produce and deliver engaging, quality content? Do you love listening to and interacting with community and stakeholders?

If you answered yes to the above questions, we want to hear from you!

The ACT Government is currently in the process of strengthening end of life healthcare and options for Canberrans. Working closely with Canberra Health Services (CHS), the ACT Health Directorate (ACTHD) will lead the implementation of Voluntary Assisted Dying in the ACT.

Sitting within the Health Policy and Strategy Branch, End of Life Policy team, but working closely with the Communication and Engagement Branch, the Assistant Director, Communication and Engagement, will develop and deliver a targeted communication and engagements to support the implementation and delivery of Voluntary Assisted Dying within the ACT. The Assistant Director, Communication and Engagement, will work collaboratively with other areas within ACTHD and CHS, engage effectively across ACT Government, and build and maintain relationships with representatives from the community health sector.

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:

Who should apply:

Experienced communicators with experience in communications, media and engagement.

Creative writers that can develop engaging and interactive content; and

Passionate advocates for transparent, meaningful community engagement.

Note: This position is a temporary position available from December 2023 for a period of 12 months with the possibility of extension until 2026. 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 a written application of no more than two-pages, addressing the Selection Criteria (outlined 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.*

Contact Officer: Chadia Rad (02) 5124 6216 [Chadia.Rad@act.gov.au](mailto:Chadia.Rad@act.gov.au)

## **Digital Solutions Division**

### **Application Support**

#### **Senior Director**

#### **Senior Information Technology Officer Grade A \$157,201, Canberra (PN: 60788)**

Gazetted: 19 October 2023

Closing Date: 2 November 2023

Details: Are you looking for an opportunity to provide a high level of leadership and strategic advice for the Diagnostic and Theatres Hub within the Application Support Branch.

The Applications Support Branch has carriage of supporting the Digital Health Record (DHR) and all ancillary systems to assist in the delivery of ACT public health services. This Branch is responsible for ensuring the applications are maintained and meeting the needs of the health services. Changes to the systems to meet the needs of the health services will follow documented governance and ITIL processes. You will lead a team that is comprised of people with diverse backgrounds including clinicians, systems support, administration and application support staff who will all work together to deliver these important outcomes to the ACT.

In this role, you will:

Leading and managing a diverse team within a designated workstream.

Working with key stakeholders to ensure the digital health record and ancillary systems meets the needs of end users in accordance with established timeframes.

Developing an understanding of the operational needs in order to set the direction for the workstream.

Maintaining the scope, schedule and quality of the hub.

Setting clear expectations for team members including defining what they should do and the timing of such activities.

Managing risks and troubleshooting issues.

Working closely with the divisional resources to coordinate activities.

Advising and supporting team members by providing guidance on issues, key success factors and lessons learned.

Supporting team members to maximise the benefits of the digital health record and ancillary systems.

Providing consistent communication to the team.

Developing a plan for the hub and reporting on progress against the plan.

Ensuring activities are appropriately documented including maintaining registers.

Taking responsibility for the governance group overseeing the workstream and ensuring that the activities of the team are undertaken in accordance with governance frameworks.

Participating in regular meetings to ensure the activities are complementary to the broader work of the division.

Undertaking other duties appropriate to this level of classification that contribute to the Directorate.

Eligibility/Other Requirements: This role will have a requirement to be on call to support the 24 x 7 DHR and ancillary systems.

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: Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

*Applications should be submitted to via the Apply Now button.*

Contact Officer: Rebecca Heland (02) 5124 9508 Rebecca.Heland@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.

## **Policy, Partnerships and Programs**

### **Health Policy and Strategy Branch**

#### **End of Life Policy (Voluntary Assisted Dying and Palliative Care)**

##### **Senior Project Manager - Voluntary Assisted Dying**

##### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63185)**

Gazetted: 19 October 2023

Closing Date: 2 November 2023

Details: Are you driven by doing work that really matters? Do you thrive on working in an interesting, dynamic, and fast-paced working environment? Do you value a good work culture and working as part of a team? If your answers so far are yes, then read on.

The ACT Government is currently in the process of strengthening end of life healthcare and options for Canberrans. Sitting within the Policy, Partnerships and Programs Division, the End-of-Life Policy team is seeking a suitably qualified and experienced Project Manager.

The ideal candidate would be a highly motivated team player and leader who demonstrates superior project management experience, customer service skills and is comfortable working in a high-pressure environment with tight deadlines, with the ability to contribute to a positive and inclusive working environment.

The successful applicant can expect to work as part of a strong and supportive team. With direction of the Senior Director the successful applicant will oversee the implementation strategy for Voluntary Assisted Dying in the ACT. Working collaboratively with areas across the ACT Health Directorate and Canberra Health Services, the Project Manager will proactively identify risks and execute mitigation strategies to ensure all deliverables are achieved within agreed timeframes and Budget.

In this role you will need to be creative, agile, and anticipatory to meet competing demands. Your strong people and communication skills will help you manage key relationships and adeptly navigate sensitive, time critical and complex matters.

If you're driven by teamwork, have great analytical and communication skills this position might just be for 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Project Management and/or at least 5 years of relevant professional experience is highly desirable.

Note: This a temporary position available from December 2023 for a period of 12 months with a possibility of extension. 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 supporting statement of no more than two pages outlining experience and abilities against the Skills, Knowledge and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae.

*Applications should be submitted to via the Apply Now button.*

Contact Officer: Chadia Rad 0251246216 chadia.rad@act.gov.au

## **Infrastructure, Communication and Engagement**

### **Executive Branch Manager, Infrastructure Planning and Policy**

#### **Executive Level 1.3 \$258,855 - \$269,201 depending on current superannuation arrangements, Canberra (PN: E1347)**

Gazetted: 19 October 2023

Closing Date: 2 November 2023

Details: The ACT Health Directorate is seeking an experienced leader with executive management skills to undertake the role of Executive Branch Manager, Infrastructure Policy and Planning.

As the Executive Branch Manager, Infrastructure Policy and Planning, you will have an understanding of the planning and delivery of infrastructure projects in the ACT context, particularly an understanding of Government

processes including Ministerial, Cabinet and business case processes. You will be an enthusiastic strategic thinker who can contribute to a positive culture, work well with a wide range of people and agencies and come to work with a positive attitude and delivery mentality.

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 successful applicant will model our values of respect, integrity, collaboration and innovation.

Contract: The successful applicant will be engaged under a short-term contract for the period of 21 December 2023 to 30 September 2025.

Remuneration: The position attracts a remuneration package ranging from \$258,855 - \$269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

How to Apply: Applications should include a curriculum vitae and supporting claims against the Executive Capabilities of no more than one page.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Loft 0468 573 605 Catherine.loft@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](mailto:jobs@act.gov.au)**

#### **DonateLife ACT**

##### **Communications and Engagement Officer - DonateLife ACT**

##### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 61337 - 02E7Q)**

Gazetted: 19 October 2023

Closing Date: 1 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

DonateLife ACT coordinates all organ and tissue donor activities across the territory. It works with hospitals and hospital based DonateLife medical and nursing specialists to provide professional donation services and encourage best practice to increase donation rates. It also supports ACT donor families.

The DonateLife Network across Australia leads the delivery of the national program to increase organ and tissue donation rates.

The DonateLife Communications team work together as one team to deliver the national strategy. We have 3 key national goals to achieve to build support for donation:

Raise awareness.

Increase registration on the Australian Organ Donor Register.

Increase family discuss.

DonateLife ACT is looking for a talented Communications and Community Engagement Officer to manage media, communication, and community awareness activities – building support for organ and tissue donation in the ACT. Raising awareness of organ and tissue donation in the ACT community is the foundation of this position. As the ACT representative, you will work as part of a wider national DonateLife Communications and Engagement team (led by the Organ and Tissue Authority and comprising other communications staff based in each state and territory), to help drive the national strategy and deliver innovative and effective communication, marketing, stakeholder, and community engagement activities that work at a national and local level.

You will proactively seek local community engagement, promotional and media opportunities, and develop strong working relationships with local advocates, media, volunteers, and stakeholder groups. These activities will be delivered in line with the DonateLife brand and with the support of the broader national team.

You will also build and maintain jurisdictional media and stakeholder relationships, including with Canberra Health Services and ACT Health Directorate, to implement strategic media activities.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

Contact Officer: Nadia Burkolter (02) 5124 5624 [nadia.burkolter@act.gov.au](mailto:nadia.burkolter@act.gov.au)

## **North Canberra Hospital**

### **Medical & Mental Health**

#### **Mental Health Consultation Liaison Clinician**

#### **Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 602509 - 02E5C)**

Gazetted: 19 October 2023

Closing Date: 10 November 2023

What can we offer you:

City living without the traffic – Click here to see why you should live in Canberra

Competitive pay rates and excellent working conditions within a tertiary hospital

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions

11.5% Superannuation

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

The Mental Health Consultation Liaison Nurse (MHCLN) works as part of a small but dynamic multidisciplinary team, providing acute mental health services to the Emergency Department, Critical Care, Maternity, Medical and Surgical wards at North Canberra Hospital (NCH). The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

The team is currently expanding to incorporate increased hospital cover outside of business hours. Therefore, this position will be required to participate in a rotating seven-day, extended hour's roster which is anticipated to cover 24 hours /7 days a week into the future.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers, and other agencies.

All team members are required to undertake professional development and professional supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Under limited direction of the Mental Health ADON you will perform the role of Mental Health Consultation Clinician. You will:

Provide a client centred, recovery focused approach to complex clinical assessment for people experiencing mental health crisis or acute psychological distress within the Emergency Department and General & Medical Wards of the North Canberra Hospital.

Adopt proactive and assertive consultation liaison practices with the extended care teams and appropriate community and government agencies and support the inclusion of Carers and families in a person's immediate treatment planning.

Provide advanced clinical expertise within the treating multidisciplinary team by working collaboratively with the people requiring assessment, their Carers and Community Agencies to support proactive care co-ordination. Provide clinical leadership and utilise expertise and advanced skills to work with the extended care teams and external stakeholders to build capacity within the ED and general/medical environments to support the safe treatment and care of people experiencing mental health issues through formal and information training and education.

Participate in the monitoring, research, and evaluation of service provision within the North Canberra Hospital Mental Health Consultation Liaison Team.

Undertake and provide clinical supervision, participate in ongoing professional development activities, and be actively involved in clinical governance systems and processes through quality activities, program and process evaluation, outcomes measurement and membership of committees and working parties.

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

What you require:

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience

Proven expert clinical knowledge of mental health practice including a demonstrated ability to undertake complex mental health and to provide high-quality, recovery based mental health interventions.

Demonstrated ability to lead and work within a multi-disciplinary team and an ability to build and maintain effective working relationships.

Proven ability to work with and lead diverse teams and external parties in a consultative, collaborative, and influential manner.

Proven excellent interpersonal and communication skills, including the ability to consult, negotiate and liaise effectively with a diverse range of people.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health, and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful, and kind.

Position Requirements / Qualifications

**Mandatory**

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

Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention.

Minimum of 3 years' experience (ideal 5 years) working professionally in related/relevant organisation/service is preferred.

The successful applicant will need to be available to cover a 24/7 roster including weekends, evening's, public holidays and Night shifts

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.

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

Undergo a pre-employment National Police Check.

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

*For more information on this position and how to apply "[click here](#)"*

**Clinical Services**

**Women, Youth and Children's Health**

**Director of Nursing and Midwifery**

**Registered Midwife Level 1**

**Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 31415, several - 02E6I)**

Gazetted: 23 October 2023

Closing Date: 23 October 2024

What can we offer you:

City living without the traffic – [click here](#) to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 1 to join our midwifery 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 Managers.

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. CHWC is a part of the wider Canberra Health Services which includes Canberra Hospital and the University of Canberra Hospital.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. CHWC staff are committed to providing a women centred approach where we focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological, spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery.

Maternity care options include midwifery led continuity of care models, midwifery led care, and maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region. The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Clinical Midwifery Manager, the level 1 Registered Midwife is responsible for providing evidence based, safe and effective midwifery care to women in a supported environment. 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.

There are a range of positions available, including working directly in one unit, rotational positions across your scope of practice and in early 2023 we are introducing rostered teams. There are full time and part time positions available, as well as casual.

The successful applicant may be appointed based on application and referee report alone.

Multiple positions are available throughout the Women's, Youth and Children Division including but not limited to:

Antenatal

Postnatal

Birthing

Canberra Midwives Program-continuity programs

Maternity and Gynaecology Outpatients

For more information regarding the position duties click here for the *Position Description*.

Please note 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.

Note: This are several full time, part time or casual, both temporary and permanent positions available

For more information on this position and how to apply "[click here](#)"

Contact Officer: Cate Makings (02) 5124 0996 [catherine.makings@act.gov.au](mailto:catherine.makings@act.gov.au)

#### **Aboriginal and Torres Strait Islander Liaison Service**

#### **Aboriginal and Torres Strait Islander Liaison Officer**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 61095 - 02EBD)**

Gazetted: 23 October 2023

Closing Date: 2 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Canberra Health Services Division of Allied Health provides a range of allied health services including the Aboriginal and Torres Strait Islander Liaison Service. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. The successful candidate will provide liaison and advocacy between patients, their families, staff, and external organisations as appropriate. The ALO Service works within Women's and Children's, Emergency Department, Cancer, and Surgical inpatient areas. The ALO Service also provides support to patients attending outpatient's appointments. The successful candidate will work within a small team environment as well as participate in multidisciplinary teams.

This position will also participate in quality initiatives that enhance service delivery for Aboriginal and Torres Strait Islander communities both locally and southern NSW.

Reduced hours may be considered.

An order of merit may be established to fill future vacancies within the next 12 months.

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

Contact Officer: Alarna Moscaritolo 02 5124 2176 [Alarna.Moscaritolo@act.gov.au](mailto:Alarna.Moscaritolo@act.gov.au)

### **Child and Adolescent Mental Health Services (CAMHS)**

**Psychologist, Occupational Therapist or Social Worker - CAMHS Community Teams**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 63197 - 02E7G)**

Gazetted: 23 October 2023

Closing Date: 27 October 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Mental Health, Justice Health, Alcohol & Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided a range from prevention and treatment to recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes.

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

#### Justice Health Services (JHS)

CAMHS community teams provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health difficulties. The SPA team is part of a pilot implementation project aimed at improving access to mental health care, through improving flow, simplifying where to get help and making it easier to contact the service directly. SPA will launched in mid-2023. The CAMHS community teams and SPA are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

CAMHS is seeking dynamic and experienced Health Professional Level 3's to undertake the role of Clinical Manager with CAMHS Community Teams and Single Point of Access team (SPA). Under the direction of the Clinical Team Manager, the HP3 will provide expertise in triage, referral management, mental health assessment, single session interventions, crisis response, facilitate group work and therapeutic intervention, including risk assessments. Additionally, SPA clinician will in-reach into Bimberi Youth Justice Centre, police stations, and support Police, Ambulance, Clinician Early Response (PACER) team where needed to complete assessments of young people.

As a HP3 clinician you will provide clinical supervision and ongoing support to HP1 and HP2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

For more information regarding the position duties click here for the [\*Position Description\*](#).

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

Undergo a pre-employment Police check.

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

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

Comply with ACT Health credentialing and scope of clinical practice requirements.

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](#).

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

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.

*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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 Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

Contact Officer: Brianan Jones (02) 5124 1148 [Brianan.Jones@act.gov.au](mailto:Brianan.Jones@act.gov.au)

#### **Registered Nurse L3 Grade 2 - Neurostimulation Suite Coordinator**

**Registered Nurse Level 3.2 \$130,846, Canberra (PN: 52993 – 02DW3)**

Gazetted: 20 October 2023

Closing Date: 20 October 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Mental Health, Justice Health, Alcohol & Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided a range from prevention and treatment to recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes.

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

CAMHS community teams provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health difficulties. The SPA team is part of a pilot implementation project aimed at improving access to mental health care, through improving flow, simplifying where to get help and making it easier to contact the service directly. SPA will launched in mid-2023. The CAMHS community teams and SPA are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

CAMHS is seeking dynamic and experienced Health Professional Level 3's to undertake the role of Clinical Manager with CAMHS Community Teams and Single Point of Access team (SPA). Under the direction of the Clinical Team Manager, the HP3 will provide expertise in triage, referral management, mental health assessment, single session interventions, crisis response, facilitate group work and therapeutic intervention, including risk assessments. Additionally, SPA clinician will in-reach into Bimberi Youth Justice Centre, police stations, and support Police, Ambulance, Clinician Early Response (PACER) team where needed to complete assessments of young people.

As a HP3 clinician you will provide clinical supervision and ongoing support to HP1 and HP2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment Police check.

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

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

Comply with ACT Health credentialing and scope of clinical practice requirements.

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](#).

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

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.

*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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 Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

Contact Officer: Brianan Jones (02) 5124 1148 [Brianan.Jones@act.gov.au](mailto:Brianan.Jones@act.gov.au)

### **Nursing and Midwifery Resource Office**

#### **Enrolled Nurse Level 1**

**Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 63307, several - 02E7I)**

Gazetted: 20 October 2023

Closing Date: 8 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Are you looking for a new challenge?

Then this is the role for you, Canberra Hospital is the largest tertiary teaching hospital in the region providing trauma, medical and surgical services. You will work in a growing health care service that includes a new Critical Services Building that will provide state of the art services to Canberra and the surrounding regions.

We are looking for Enrolled Nurses in the following areas:

General Medical/Surgical

Women’s, Youth & Children

Perioperative Services

Critical Care Areas

Mental Health

Cancer Services

Acute Care of the Elderly

Medical Imaging

Outpatient Departments

Rehabilitation

Successful candidates will have a minimum of 1 years’ experience working in an acute care facility. Candidates will be supported and provided ongoing training opportunities facilitated through Workforce Capability and Clinical Development Nurses.

For more information regarding the position duties click here for the [Position Description](#).

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.

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

Contact Officer: Cate Makings 5124 0991 [catherine.makings@act.gov.au](mailto:catherine.makings@act.gov.au)

## Nursing

### Residential Care and Veteran Liaison Registered Nurse Level 2

#### Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 04832, several - 02DYL)

Gazetted: 20 October 2023

Closing Date: 2 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Are you an experienced and passionate Registered Nurse looking for your next challenge? Canberra Health Services is looking for Registered Nurses to support the elderly and our Veterans in a liaison capacity.

Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. The University of Canberra Public Hospital (UCH) is part of the Canberra Health Service's planned network of health facilities designed to meet the needs of our ageing and growing population.

The Liaison Coordinator will work within a team across CHS the primary role is to lead and coordinate safe, appropriate, and timely discharge of patients working with other health professionals in the multi-disciplinary team.

For more information regarding the position duties click here for the [Position Description](#).

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.

## Emergency Department

### Personal Assistant to Clinical Director - Emergency Department

#### Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 29075 - 02EAC)

Gazetted: 20 October 2023

Closing Date: 1 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Division of Medicine provides a range of medical specialties. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing, and allied health staff.

The PA to the Clinical Director works closely with the other administrative team members within the ED Administration office space. As a team, the group support the senior medical and nursing teams of the Emergency Department in providing administrative support in relation to education, finances, and HR matters. The PA to the Clinical Director is responsible for the day-to-day office management of the Clinical Director and the Deputy Clinical Directors; including diary management, reception duties, meeting support including minute taking and IT assistance as required.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

## **Clinical Services**

### **Medicine**

#### **Cardiology**

##### **Specialist in Cardiology - Echocardiography / Multi-Modality Cardiac Imaging**

##### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57744 - 02E8D)**

Gazetted: 20 October 2023

Closing Date: 19 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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](#)

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

The Department of Cardiology is a well-established service with 14 consultant medical staff positions, four Accredited Cardiology Advanced Trainees, and two Unaccredited Cardiology Advanced Trainees, in addition to Basic Physician Trainees and other Junior Medical Officers. They work as part of a large multidisciplinary team including specialist nursing staff, cardiac physiologists, cardiac sonographers, administrative staff and the cardiac rehabilitation team. Patients accessing the services include adults of all ages, acuity, frailty and disability, who present for diagnosis and treatment of a range of acute and chronic cardiac conditions. Our Cardiology Team strives to deliver an exceptional and caring service for our patients, our community and each other. We work collaboratively and collegiately with our cardiology colleagues at our sister site, North Canberra Hospital; and with our partner facilities in Southern New South Wales, for whom we provide tertiary cardiac services.

The coronary care unit is a 19-bed unit which has over 2000 admissions annually. The cardiology outpatient service provides up to 4,500 episodes of care annually with increasing demand each year. We have recently implemented a new Chest Pain Clinic model of care, and work closely with our Emergency Department colleagues to improve access to our services. There is also a close working relationship with our cardiothoracic surgical unit.

The Interventional Cardiology Service includes two dedicated cardiac catheter laboratories which undertake over 800 coronary interventional procedures and over 1,600 angiography procedures annually. It provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. A structural heart disease program is being developed. The service also provides simple and complex cardiac device implantation service and follow up. Clinical cardiac electrophysiology services were commenced in April 2019 with complex ablation procedures.

The echocardiography service performs over 4,000 procedures per year. Regular transoesophageal echocardiography service and stress echocardiography is provided, with additional emergency cover. Cardiac CT

program commenced in 2017 in collaboration with the Department of Radiology. Cardiac MRI is part of the proposed development plan for the department.

There is a dedicated heart failure clinic coordinated by a Heart Function Advanced Practice Nurse. These clinics provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to home care program. The Department also provides a nurse led cardiac rehabilitation service supported by cardiologists, with strong engagement from patients and their families.

Construction is underway for a state-of-the-art Heart Care Centre within a new Critical Care Services building, including new interventional and EP laboratories as part of the Canberra Hospital Expansion Project (scheduled for completion in August 2024). We are also developing our new TAVI service, due to go-live in 2024.

**Duties:**

Provide clinical services to clients and participate in the clinics and on-call rosters for the Cardiology service. This includes:

Management of patients referred to the cardiology outpatient clinics, including timely triaging, consultation, diagnosis, reporting and treatment of cardiac conditions (e.g., medical clinics, Holter monitoring, Exercise Stress Testing, and implantable device monitoring).

Participation in on-call rosters.

Participation in Echocardiography service (transthoracic, transoesophageal and stress echocardiography), including reporting, and conducting urgent echocardiogram studies when indicated. The role also includes provision of support to the allied health team for timely triaging of echocardiogram studies for both inpatient and outpatient clinics.

Contributing to the planning, development, and provision of advanced echocardiography / multi-modality imaging services at CHS including CTCA and developing cardiac MRI service.

Contributing to direct cardiology inpatient care, patient consultation requests from other units and timely ward rounds to ensure patient management is safe, optimal and expedited.

Assist the Cardiology Unit Directors to ensure appropriate clinical governance mechanisms are in place for the Department.

Actively engage in quality and safety activities, service redesign, and model of care development for the Department and the Division.

Contribute to regular teaching and training of Cardiology Advanced Trainees and the multidisciplinary clinical team including cardiac sonographers and promote clinical research within the Cardiology Department.

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

For more information about the position and how to apply, please click here to see the [Position Description](#)

*For more information on this position and how to apply "[click here](#)"*

Contact Officer: Peter J Scott (02) 5124 0971 [PeterJ.Scott@act.gov.au](mailto:PeterJ.Scott@act.gov.au)

**Clinical Services**

**Women, Youth and Children's Health**

**Director of Nursing and Midwifery**

**Nurse Level 2 - Registered - Maternity and Gynaecology Outpatient Department**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 24587, several - 02DVD)**

Gazetted: 20 October 2023

Closing Date: 27 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Nurses Level 2 with an interest in providing clinical leadership in the areas Gynaecology.

This is an exciting time for CHWC as we expand our gynaecology services to include a dedicated Early Pregnancy Unit within the Antenatal & Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced Nurses to join the team.

CHWC is a level 6 tertiary centre providing specialised maternity & gynaecology, neonatology and paediatric services for the ACT and surrounding regional areas.

Under the direction of the Clinical Midwifery Manager, the registered nurse is responsible for the management, coordination, and delivery of care to women across the menstrual lifespan. The role incorporates triage of referrals to the Gynaecology Outpatient Department in collaboration with a Medical Consultant; management of the referral waitlist and direct client contact within the gynaecological outpatient clinics.

The level 2 Registered Nurse 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.

The Maternity & Gynaecology outpatient Department is open Monday to Friday 0830-1700 and is closed on public holidays. The successful applicant will be employed on a permanent full-time or part-time basis.

For more information regarding the position duties click here for the *Position Description*.

Please note 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 more information on this position and how to apply "[click here](#)"

Contact Officer: Danielle Treloggen (02) 5124 7591 [danielle.treloggen@act.gov.au](mailto:danielle.treloggen@act.gov.au)

## **CHS Clinical Services**

### **Medicine**

#### **Respiratory & Sleep**

#### **Booking and Scheduling Officer**

#### **Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 44797 - 02EED)**

Gazetted: 23 October 2023

Closing Date: 7 November 2023

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

This position reports to the Office Manager (reporting) and Administration Manager. The position involves the booking and scheduling of outpatient appointments and procedures, Medicare billing and medical record responsibilities, as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence, and common sense.

For more information regarding the position duties click here for the *Position Description*.

Please note 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 three months with the possibility of extension and/or permanency.

For more information on this position and how to apply "[click here](#)"

Contact Officer: Brie Pilicic (02) 5124 3028 [brie.pilicic@act.gov.au](mailto:brie.pilicic@act.gov.au)

## **Radiography**

### **Deputy Chief Radiographer - Radiography**

**Medical Imaging Level 5 \$142,141 - \$159,994, Canberra (PN: 61408 - 02E6R)**

Gazetted: 19 October 2023

Closing Date: 1 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Medical Imaging Department at CHS operates 24 hours, seven days a week, providing a wide range of diagnostic imaging services. The service provides state-of-the-art diagnostic imaging, interventional radiology and nuclear medicine services to patients in Canberra and the Southeast Region of NSW. The service is committed to providing patients with contemporary diagnostic and interventional radiology, as well as molecular imaging services with a strong commitment to research and training in advancing the use of imaging for diagnosis and treatment of disease.

The Medical Imaging Department forms part of the CHS Medical Services Group which also includes Pharmacy, Healthcare Technology Management, the Prevocational Education and Training, the Medical Officer Support, Credentialling, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU), ACT Blood Counts Program and the CHS Library and Multimedia.

The Deputy Chief Radiographer position is a clinical role with significant managerial responsibilities; and is responsible for professional leadership and accountability for all Radiographers, as well as the provision of general radiography services.

Daily operations include the management of staffing, patient scheduling, activity management and access, and employee relations and clinical contact, along with the management and operation of General Radiography.

The Deputy Chief Radiographer position is required to support the Medical Imaging Director of Allied Health (DAH) in the provision of a 24 hour, seven days a week service and help provide expert strategic leadership, direction and advocacy in the management of the Medical Imaging Department at the Canberra Hospital and across multiple facilities within CHS (e.g., University of Canberra Hospital and the Weston Creek Imaging Service).

For more information regarding the position duties click here for the [Position Description](#).

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 CHS Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Michael Samuel 0433179822 michael.samuel@act.gov.au

**Cancer and Ambulatory Services – Central Health Intake**

**Administrative Officer - Cancer and Ambulatory Services - Central Health Intake**

**Administrative Services Officer Class 2/3 \$62,994 - \$76,427, Canberra (PN: 14550, several - 02EDL)**

Gazetted: 23 October 2023

Closing Date: 7 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community

settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription, and the Walk in Centres.

The Central Health Intake team provides a call centre, referral receipt and management and outpatient bookings services. It is a busy and dynamic service supporting over 100 clinical services, handling 20,000 calls and 3,000 referrals per month. A team of nurses and administrative staff provide a two-tiered approach to the management of referrals, screening and booking.

The Administration Officer will work in ensuring the delivery of high-quality service to the public. They will ensure provide high value administrative support in the management of referrals, phone calls and other administrative duties. The administration officer works collaboratively with internal and external stakeholders for the provision of quality healthcare.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

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](#).

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

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.

*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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 Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

Contact Officer: Beulah Jayasinghe (02) 6207 4704 [Beulah.Jayasinghe@act.gov.au](mailto:Beulah.Jayasinghe@act.gov.au)

## **Speech Pathology**

### **New Graduate Speech Pathologist - Health Professional Level 1**

**Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 29616 - 02E6P)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: What can we offer you:

A range of clinical experiences to help you identify your clinical passion and best fit at CHS.

Exposure to management of complex clinical cases with great support

A 12 month new graduate allied health education program, with comprehensive orientation, networking opportunities, clinical supervision and regular education sessions.

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

If you are a new graduate speech pathologist looking for an exciting opportunity in healthcare, supercharge your career and create the life you want in Canberra. Our new graduate program has been designed to provide you with

tailored individual support whilst optimising your career opportunities. We are looking for speech pathologists graduating at the end of 2023 who are interested in learning and working in:

Hospital inpatient settings supporting adults following an acute illness and hospitalisation who are presenting with a range of communication and swallowing disorders

Inpatient and outpatient rehabilitation setting providing communication and swallowing disorder rehabilitation to adults presenting with a range of medical conditions.

Successful candidates will participate in a 24 month new graduate program where they will have the opportunity of three x eight month rotations across:

North Canberra Hospital

Canberra Hospital

Rehabilitation and Aged Care located at the University of Canberra Hospital

The rotation program will provide graduates with a broad range of experiences and opportunity to identify where their clinical passion may be. You will work in a growing and dynamic health service that is committed to providing state of the art services to Canberra and the surrounding regions. Successful candidates will be supported and provided ongoing education opportunities facilitated through the Allied Health New Graduate program and Allied Health Clinical Education Unit.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

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

Undergo a pre-employment National Police Check.

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](#).

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Contact Officer: Lisa Schmierer (02) 5124 7096 AHCEU@act.gov.au

## **Women’s Health Service**

### **Nurse Practitioner - Women’s Health Service**

**Nurse Practitioner \$140,121, Canberra (PN: 20805, several - 02EBZ)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

*This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the Discrimination Act 1991, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the nursing/medical service.*

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families, and women. These services include support, education, and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team.

The Enhanced Health Services (EHS) includes the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS). These services provide high quality and holistic, nursing, medical and allied health interventions to women, children, young people, and families for whom there is an intersection of complex health and psychosocial needs.

The Nurse Practitioner position provides clinical Leadership to the Medical & Nursing Team within the Women's Health Service.

#### Women's Health Service:

The Women's Health Service provides nursing, medical, counselling, and nutrition services for women who have significant difficulty accessing mainstream health services. Registered Nurses within WHS provide short to medium term, comprehensive care to assist women to organise their health needs and link them with a general practitioner in the community. Nursing outreach is provided at Community Health Centres, Child and Family Centres and various women's refuges to support access to health care for vulnerable women escaping family violence.

This is a rewarding position. The successful applicant will enjoy a varied role and join a passionate and empathic service that is committed to the delivery of high quality, trauma-informed and holistic care with an understanding of delivering services to women from a feminist perspective.

What's it like working in the Women's Health Service?

Team cohesion and collegiality.

Co-located service for support of peers but also opportunity for outreach to clients in various centres around Canberra.

Clinical supervision / reflective practice opportunities.

Professional development opportunities.

Supportive team culture.

Autonomy.

Opportunity to shape the future service.

Having an office with a window.

Massage chair available for staff use.

The primary location of this position is City Health Centre but may include outreach to facilities within Canberra.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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 Canberra Health Services Credentialing and scope of clinical practice requirements for nurse practitioners.

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](#).

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*Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities. Contact Officer: Nikki Goddard (02) 5124 1787 [nikki.goddard@act.gov.au](mailto:nikki.goddard@act.gov.au)*

## **Clinical Services**

### **Cancer and Ambulatory Services**

#### **Clinical Trials Co-ordinator and Senior Clinical Trials Co-ordinator - Radiation Oncology**

**Research Officer Grade 2/Senior Research Officer 1 \$78,785 - \$92,370, Canberra (PN: 37900, several - 02EBF)**

Gazetted: 19 October 2023

Closing Date: 29 October 2023

What can we offer you:

City living without the traffic – [click here](#) to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The Radiation Oncology Clinical Trials Unit provides support for the conduct of clinical research within the Radiation Oncology Department at The Canberra Hospital.

The Clinical Trial Co-ordinator provides key support to, and coordination of clinical research projects undertaken by the Radiation Oncology Clinical Trial Unit at Canberra Hospital. The projects will vary with collaboration Trans-Tasman Radiation Oncology Group (TROG) studies, pharmaceutical and Radiation Oncology investigator lead studies in Phase 1, 2 and 3 trials in the fields of oncology. Collaborative projects with ANU/John Curtin based iCube laboratory are also planned. The unit supports various low risk projects including medical student projects.

The main responsibilities of the Clinical Trial Coordinator will be to act as a supporting person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, and contractual and regulatory management and collaboration with other clinical trial staff. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice thereby allowing the engagement of future clinical trials. Their work is under the general direction of the Research Director of Radiation Oncology Clinical Trials and Principal Investigators/Radiation Oncologists and in collaboration with other clinical trial co-ordinators.

Senior Clinical Co-ordinator - In addition to their general clinical trials co-ordinator role the senior clinical trials co-ordinator will, depending on experience, play a role in unit co-ordination. This would include basic team co-ordination such as basic rostering, leave cover, timesheets, and workload distribution.

Depending on applicant background this position could be filled by a health professional, nurse, or person with clinical trial research experience. The funding is for a single position.

For more information regarding the position duties, please click on the relevant Position Description below.

Clinical Trials Co-Ordinator – Position Description.

Senior Clinical Trials Co-Ordinator - [Position Description](#).

Please note 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 on this position and how to apply "[click here](#)"*

Contact Officer: Amy Shorthouse (02) 5124 8444 [amy.shorthouse@act.gov.au](mailto:amy.shorthouse@act.gov.au)

## **CHS Chief Executive Officer**

## CHS Allied Health

### Acute Allied Health Services

#### Social Worker - Team Leader - Health Professional Level 4

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 25554 - 02E66)**

Gazetted: 20 October 2023

Closing Date: 31 October 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

#### About the Role:

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings.

The Acute Allied Health Service, Social Work service is a contemporary evidence-based service, providing high quality inpatient and outpatient care at the Canberra Hospital. Acute Allied Health services comprises of distinct allied health teams including nutrition, physiotherapy, occupational therapy, speech pathology and audiology, exercise physiology and social work and aims to provide collaborative care working across other clinical divisions that make up Canberra Health Services, as required.

The AAHS Social Work Department comprises of three business hours teams, Medical, Surgical and Maternity and Paediatrics, each led by a social work team leader, under the Social Work Manager. The successful applicant will provide leadership and clinical expertise to the surgical team and across the Social Work Dept. While the current team lead position is within the surgical team, the successful applicant will support clinicians across the Department and participate in rotations.

In this position it is expected you will provide clinical leadership, management of and guidance to the discipline workforce, as well as provide oversight and apply quality improvement processes to the service provided as a discipline and as an integrated allied health service working across multiple clinical Divisions. You will provide regular input into, and form, an integral part of the Acute Allied Health leadership team. You will be required to oversee professional development and supervision, promote, and participate in quality improvement and research initiatives, manage credentialing and regulation compliance, and contribute to team processes.

Note: This position(s) is required to participate in an on-call roster and including weekends and overtime.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

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](#).

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*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide*

*increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*  
Contact Officer: Patrice Higgins (02) 5124 2316 patrice.higgins@act.gov.au

**CHS Chief Executive Officer**

**CHS Nursing and Midwifery and Patient Support Services**

**Nursing Casual and Relief Pool**

**Registered Nurse Level 1**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 16216, several - 02E6D)**

Gazetted: 19 October 2023

Closing Date: 19 October 2024

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Are you looking for a new challenge?

Then this is the role for you, Canberra Hospital is the largest tertiary teaching hospital in the region providing trauma, medical and surgical services. You will work in a growing health care service that includes a new Critical Services Building that will provide state of the art services to Canberra and the surrounding regions.

We are looking for Registered Nurses in the following areas:

General Medical/Surgical

Women's, Youth & Children

Perioperative Services

Critical Care Areas

Mental Health

Cancer Services

Acute Care of the Elderly

Medical Imaging

Outpatient Departments

Rehabilitation

Successful candidates will have a minimum of 1 years' experience working in an acute care facility. Candidates will be supported and provided ongoing training opportunities facilitated through Workforce Capability and Clinical Development Nurses.

For more information regarding the position duties click here for the *Position Description*.

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.

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

Note: There are several positions available at full-time, part-time, temporary, permanent and casual. part-time hours salary noted above will be pro-rata.

For more information on this position and how to apply "[click here](#)"

Contact Officer: Cate Makings (02) 5124 0990 catherine.makings@act.gov.au

**CHS Chief Executive Officer**

**CHS Allied Health**

**Acute Allied Health Services**

**New Graduate Physiotherapist - Health Professional Level 1**

**Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 29654, several - 02E6L)**

Gazetted: 19 October 2023

Closing Date: 3 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Recruitment is for new graduate physiotherapists to work at Canberra Health Services in either:

- Acute Allied Health Services

OR

- Rehabilitation, Aged and Community Services

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient wards and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Acute physiotherapy inpatient care is delivered across 7 days with extended hours of service provision. New graduate physiotherapists rotate across five clinical areas during the new graduate year.

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. RACS services work collaboratively with individuals and their families or carers to facilitate achievement of their rehabilitation goals. Additionally, we collaborate with other services within and external to CHS.

Community Care Physiotherapy services (within RACS) are offered from community health centres across the ACT. As well as musculoskeletal out-patients, this service offers home visits and pelvic health consultations. Services are offered in either a one-on-one format or via group exercise and education. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Exciting opportunities exist for new graduate Physiotherapists to join CHS Physiotherapy services. The successful applicant(s) will be employed as a Health Professional Level 1 for 12 months in this/these positions to maximise clinical and professional skills growth and development. The successful applicants will also join the CHS Allied Health interprofessional graduate program. This program is specifically designed to support new graduates to launch their careers in healthcare and develop their professional identity. The program provides graduates with individual support to optimise learning and career opportunities. New graduates will have onsite access to a clinical supervisor who will work with them and support them to grow their clinical and professional skills. New graduates will also be matched with a peer from the previous cohort of new graduates to provide them with additional informal support. The program also offers a 12-month Allied Health Interdisciplinary education program facilitated by the Allied Health Clinical Education Unit.

Clinical supervision, support and professional development are provided through team structures, clinical supervision, competency-based skills assessments, on the job training, and internal and external professional development opportunities.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

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

Undergo a pre-employment National Police Check.

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

Our Values: Reliable, Progressive, Respectful and Kind

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Contact Officer: Felicity Martin (02) 5124 0081 felicity.martin@act.gov.au

## **CHS Clinical Services**

### **Mental Health, Justice Health and Alcohol and Drug Services**

#### **Child and Adolescent Mental health Services**

#### **Assertive Outreach Clinician - Health Professional Level 2 - Assertive Mental Health Outreach Service Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 57623 - 02DQO)**

Gazetted: 19 October 2023

Closing Date: 8 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

Capped caseload of 10 patients.

Access to strong clinical leadership and support from a multi-disciplinary team.

About the Role:

Join a close-knit, highly skilled team that is passionate about making a valuable difference in the lives of young people in the community. The Assertive Outreach Clinician works collaboratively as part of a multidisciplinary team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. The Assertive Mental Health Outreach Service is a team like no other. We are passionate about providing an excellent service and for this reason we do not overload our clinicians with unmanageable caseloads. As an Assertive Outreach Clinician your caseload will be capped at a maximum of 10 clients. We believe that this provides our Clinicians with more time for engagement and to develop strong therapeutic plans and goals with their clients. In addition to this, you will have access to strong clinical leadership and support from your manager and the wider multidisciplinary team. This position also provides support in other program areas in CAMHS, should a need arise.

If you are passionate about working with the vulnerable and want to meet a client/service user where they are at, this could be the opportunity that you have been waiting for.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment Police check.

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

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

Comply with ACT Health credentialing and scope of clinical practice requirements

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Contact Officer: Sarah Toohey (02) 5124 6543 sarah.toohey@act.gov.au

## **North Canberra Hospital**

### **Nursing & Midwifery**

#### **North Canberra Hospital Director of Nursing Patient Flow Unit**

#### **Registered Nurse Level 5.5 \$178,535, Canberra (PN: 602522 - 02EAW)**

Gazetted: 19 October 2023

Closing Date: 1 November 2023

What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services.

Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the role:

Reporting to the Executive Director of Nursing and Midwifery, the Director of Nursing Patient Flow will provide strategic and operational leadership, governance and direction for patient flow and demand management within North Canberra Hospital. This position is responsible for ensuring service development and oversight of practices, trends and indicators to improve patient throughput within NCH. The Director promotes patient centred innovation and integrates evidence-based practice into clinical, operational and leadership processes for efficiencies with the patient in mind.

Working with both internal and external stakeholders the Director of Nursing Patient Flow will:

Ensure coordination and standardisation of demand management procedures and practices, performance indicators and reporting across NCH.

Proactively act on escalation of flow issues from CNC's, ADON's, Executive and Clinical Directors as per NCH Demand Escalation plan,

Implementation and coordination of a monthly Patient Flow Meeting to support a whole of hospital approach to managing demand.

In collaboration with NCH Executive team drive the strategic, operational and tactical changes needed to improve demand management at NCH in relation to agreed Performance targets (ETP, EDD, NEAT targets, did not wait, long stay patients).

Establish Patient flow systems and priorities that enable real time monitoring and predictive planning.

Support clinical practice and service delivery to meet the healthcare standards as dictated by the National Safety and Quality Health Service (NSQHS) .

Collaborate closely with the Divisional Director Surgical Services to predict elective surgery bed requirements.

Work closely with the Nursing and Medical divisions to ensure rosters are built to manage predictive demand in line with EA requirements.

Work closely with Nurse Managers to support an appropriate nurse relief pool to decrease reliance on premium labor.

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

Act as a Deputy to the Executive Director of Nursing and Midwifery

About you:

Behavioural Capabilities

Highly developed written and oral communication skills including the demonstrated ability to manage complex and sensitive issues.

Exceptional interpersonal and stakeholder engagement skills, including the ability to effectively liaise with a range of internal and external stakeholders and develop strong relationships and network.

Requirements/Qualifications:

**Mandatory**

Be registered as a Registered Nurse and/or Midwife 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**

Post graduate qualifications in Health Service Management or equivalent.

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.

Please note 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.

Undergo a pre-employment National Police Check.

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

*For more information on this position and how to apply "[click here](#)"*

Contact Officer: Judy Ryall (02) 6201 6594 [judy.ryall@calvary-act.com.au](mailto:judy.ryall@calvary-act.com.au)

**CHS Infrastructure Management and Maintenance**

**Infrastructure and Health Support Services Recurrent**

**Facilities Management**

**Contracts Manager - Administrative Service Officer 6 - Facilities Management**

**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 33905 - 02E5U)**

Gazetted: 19 October 2023

Closing Date: 1 November 2023

Details: What can we offer you:

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Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

Capital project delivery.

Facilities Management.

Safety and Risk.

Minor Works Team.

Domestic and Environmental Services.

Food Services.

Sterilising Services.

Security Services.

Fleet Management.

The Infrastructure and Health Support Services, Facilities Management (FM) Branch have a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

FM are committed to attracting and retaining people with the right skills, knowledge, and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people so that they continue to have the right skills to help us meet our vision and deliver on our strategic objectives. We believe in supporting each member of our team to grow their own skills and knowledge which they share with their team and the wider community that makes up the CHS Portfolio.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management and contracts and leasing for the Canberra Health Services property portfolio across the ACT. This will include the new Critical Services Building (also known as Building 5), within the Canberra Hospital Expansion Project.

The Contracts Manager will report to the Assistant Director Contracts and will coordinate the establishment of maintenance contracts including the development of Statement of Requirements, tender process, and evaluation of applications.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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Contact Officer: Sanjeev Sharma (02) 5124 7360 [sanjeev.sharma@act.gov.au](mailto:sanjeev.sharma@act.gov.au)

**CHS Clinical Services**

**Medicine**

**Clinical Forensic Medical Service**

**Clinical Forensic Medical Service - Registered Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 16966 - 02E5W)**

Gazetted: 19 October 2023

Closing Date: 2 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

An exciting opportunity exists for a dynamically skilled and suitably qualified Registered Nurse within the Clinical Forensic Medical Service (CFMS).

The successful applicant will be required to work a rotating roster across the three branches of service within CFMS:

Forensic and Medical Sexual Assault Care (FAMSAC) providing forensic evidence collection and medical assessment to both male and female victims of sexual assault.

Clinical Forensics ACT (CFACT) providing triage and support services in the outreach settings of the Australian Federal Police (AFP) custodial facilities.

Nursing assessments in the outpatient Fitness to Drive Medical Clinic (FTDMC).

For more information regarding the position duties click here for the [Position Description](#).

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.

Note: This position is part-time at (24) hours per week and the full-time salary noted above will be pro-rata.

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Contact Officer: Cassie Noble (02) 5124 2185 [cassandra.noble@act.gov.au](mailto:cassandra.noble@act.gov.au)

**CHS Clinical Services**

**Rehabilitation, Aged and Community Services**

**Community Care Program**

**Podiatrist - Community Care Program**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21615, several - 02E6M)**

Gazetted: 19 October 2023

Closing Date: 8 November 2023

Details: What can we offer you:

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Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Rehabilitation, Aged and Community Services (RACS)/Community Care Podiatry services are offered from community health centres within the ACT, and the University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research. The hospital is located on the grounds of the University of Canberra, and it is the ACT's first sub-acute rehabilitation hospital. UCH is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

Community Care Podiatrists have strong peer support where we work collaboratively with other professionals and participate in regular clinical supervision. We pride ourselves on our continual drive to deliver exceptional care and maintain a positive workplace culture. Our team is committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind. The Community Care Podiatry team mission is to provide high quality foot health services to maintain quality of life and minimise foot related hospital admissions in partnership with vulnerable and at-risk people of the ACT. In this position, you will be part of a friendly and engaged interprofessional program that provides care to residents of the ACT in both a community clinic setting and a sub-acute inpatient setting. Community Care Podiatrists work to their strengths and share knowledge to facilitate an environment of curiosity, innovation, and excellence to assist each other to achieve positive patient outcomes through the provision of exceptional clinical services. We are a high performing team that is engaged in continuous quality improvement and research.

Staff wellbeing is high priority, and the Community Care Podiatry team is an inclusive team that cares and takes the time to listen, show empathy and understanding towards each other, and our consumers. Community Care Podiatrists maintain a wide scope of clinical practice including high risk, wound care, biomechanics/orthotic therapy, nail surgery etc. We provide services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

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Contact Officer: Andrew McMillan (02) 5124 1229 [Andrew.McMillan@act.gov.au](mailto:Andrew.McMillan@act.gov.au)

## **Procurement & Supply**

### **Supply Operations Officer - Audit and Compliance**

**Health Service Officer Level 9 \$79,105 - \$89,398, Canberra (PN: 60567 - 02E6X)**

Gazetted: 20 October 2023

Closing Date: 30 October 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Chief Financial Officer Division is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO Division is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the CFO Division include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Health Information Unit and Procurement & Supply. The position reports to the Assistant Director of Supply Operations, in the Procurement and Supply unit of Canberra Health Services.

This position is primarily located at the CHS Distribution Centre and may be required to work periodically at other CHS sites.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

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Contact Officer: Rita Wood (02) 5124 2979 [rita.wood@act.gov.au](mailto:rita.wood@act.gov.au)

## **CHS Chief Executive Officer**

### **CHS Medical Services**

#### **Imaging**

**Nuclear Medicine Technologist - Nuclear Medicine and PET  
Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: 16095 - 02E8G)**

Gazetted: 24 October 2023

Closing Date: 2 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: The Nuclear Medicine department has three gamma cameras (a Siemens Intevo Bold 16 slice xSPECT/CT, a GE Hawkeye SPECT/CT and a Siemens single head eCam). The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department.

Refurbishment of the department has begun, with procurement of a brand-new PET/CT, SPECT/CT and Gamma Camera underway. The expansion of the PET/CT service is also including a new automatic injection system and Gallium 68 generator. The service is also expected to expand on current research projects along with the new equipment.

Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered including paediatric, oncology and cardiac studies. The department has recently expanded the services we offer to include diagnostic CT with/without contrast.

This position will suit an enthusiastic Nuclear Medicine Technologist with experience in developing and promoting standards in a professional team. The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, including BMD and Diagnostic CT.

New graduates are encouraged to apply.

Note this is a temporary 6 month position, which may be extended and/or made permanent.

Please submit a current CV and maximum 2 page cover letter / pitch addressing the selection criteria below, highlighting your relevant experience. Applicants are encouraged to speak with the contact officer regarding this opportunity.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Possess and appropriate ACT Radiation Licence (or equivalent).

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 temporary position available for six months.

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

Contact Officer: Ross Bevan 02 5124 4345

Ross.Bevan@act.gov.au Ross.Bevan@act.gov.au. Ross.Bevan@act.gov.au. Ross.Bevan@act.gov.au.

**CHS Clinical Services**

**Mental Health, Justice Health and Alcohol and Drug Services**

**Assistant Director of Nursing - Child and Adolescent Mental Health Services**

**Registered Nurse Level 4.3 \$149,388, Canberra (PN: 63430 - 02EG8)**

Gazetted: 25 October 2023

Closing Date: 1 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

#### About the Role:

The Division of Mental Health, Justice Health and Alcohol and Drug Services provides treatment and support to children, youth and adults through inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. We partner with our health care consumers, their family, carers, government, and community organisations to ensure that they receive the best possible care during their treatment and recovery.

All care that we provide is driven by our values of being kind, reliable, respectful, and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes.

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

CAMHS is seeking a fulltime dynamic forwarding thinking Assistant Director of Nursing (ADON) to provide overarching leadership, planning and oversight to the above clinical services as well as clinical and professional leadership to nurses across all areas CAMHS. This will include the ongoing implementation, service development and regular review of clinical and operational governance of HLT, AIHTT, CAU and Adolescent Day Program within the broader context of an integrated CAMHS whole of service delivery framework.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

To Apply:

To apply for this position please submit a curriculum vitae, the names of 2 referees (preferably one to be your current supervisor) and a maximum two-page application addressing Selection Criteria.

Appointment to the position may be based on written application and referee reports only.

This is a temporary position available for 6 - 12 months with the possibility of extension/and or permanency.

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](#).

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

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.

*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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 Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

If you would like further information regarding this opportunity, please contact Julie Grant at 0403 149 140 or [julie.grant@act.gov.au](mailto:julie.grant@act.gov.au).

Contact Officer: Julie Grant 0403 149 140 [julie.grant@act.gov.au](mailto:julie.grant@act.gov.au)

#### CHS Clinical Services

#### Cancer and Ambulatory Services

## Cancer Services

### Cancer Rapid Assessment Unit - Registered Nurse Level 2

#### Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 61411 - 02EE2)

Gazetted: 25 October 2023

Closing Date: 8 December 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Are you looking for an exciting and rewarding opportunity to begin your career with Team CHS?

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

The division of Cancer and Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health.

The Registered Nurse works under the direction of the Nurse Practitioner and Advanced Practice Nurse in providing a co-ordinated approach in the assessment, management and education of patients who present to the Cancer Services Rapid Assessment Unit. This includes the identification of patients presenting with Oncological Emergencies, the correct treatment and educational needs for individual patients and their families.

For more information regarding the position duties click here for the [Position Description](#).

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. 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.

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

Contact Officer: Emily Ferguson N/A [emily.ferguson@act.gov.au](mailto:emily.ferguson@act.gov.au)

## CHS Clinical Services

### Women, Youth and Children's Health

#### Women, Youth and Children Community Health Programs

#### Enhanced Child Health Service - Registered Nurse

#### Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 63278, several - 02E8U)

Gazetted: 25 October 2023

Closing Date: 6 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Women, Youth and Children, Community Health Programs deliver a range of community based primary health services to women, children, young people, and families. These services include support, education, and information; counselling, assessment, and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team.

The Enhanced Health Services (EHS) includes the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

#### Enhanced Child Health Service:

Registered Nurses within the Enhanced Child Health Service work within the Multidisciplinary Assessment, Intake and Navigation (MAIN) Team and support the work of the Developmental Paediatric and Child Protection Medical Services, as well as the work of the Training Team.

The MAIN Team receives referrals regarding child abuse, developmental and/or behavioural concerns for children and young people. Registered nurses in the MAIN Team are responsible for:

- Completing intake assessments to determine need and the appropriate service or team to respond to the identified need
- Providing health assessments for children entering Out of Home Care
- Providing CHS and CYPS with relevant Health information where there are concerns for the safety and wellbeing of a child or young person and providing advice and support to access further information as required.

Registered nurses support the Training Team to deliver education regarding child protection and family violence matters for all CHS staff and education sessions to consumers and stakeholders as required.

Registered Nurses within the Enhanced Child Health Service team participate in regular monthly Clinical Reflective Practice. Professional Development for client cohort is encouraged and supported, along with opportunities for additional training to support Registered Nurses to develop into the role.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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 on this position and how to apply "click here"*

Contact Officer: Meryl Crane 0251243392 [meryl.crane@act.gov.au](mailto:meryl.crane@act.gov.au)

#### CHS Clinical Services

##### Rehabilitation, Aged and Community Services

##### Oral Health Services

##### Oral Health Therapist - Oral Health Services

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 26612 - 02EEJ)**

Gazetted: 25 October 2023

Closing Date: 6 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Oral Health Services is in the Division of Rehabilitation, Aged and Community Services (RACS) 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.

Services include:

Preventative dental interventions and health promotion

Emergency dental care

Restorative and prosthetic dental care

Some orthodontic interventions for eligible clients

Services are delivered in the community as well as:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconchie Centre

Mobile Dental Clinic

The Dental Therapist/Oral Health Therapist position is a clinical role and is responsible for the provision of oral health therapy services to clients of the Oral Health Services. The position may also include participating in the Student Clinical Placement Program and various outreach programs to the Canberra Community.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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 Canberra Health Services Credentialing and scope of clinical practice requirements for nurse practitioners.

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: Trish Mason 0409 923 122 [trish.mason@act.gov.au](mailto:trish.mason@act.gov.au)

### **CHS Clinical Services**

#### **Women, Youth and Children's Health**

#### **Department of Obstetrics & Gynaecology**

#### **Fetal Medicine Sonographer - Obstetrics & Gynaecology**

#### **Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 24400 - 02E9N)**

Gazetted: 25 October 2023

Closing Date: 14 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: The CHS Fetal Medicine Unit (FMU) provides care for women with complex or high-risk pregnancies who require specialised care for either them or their baby. The interdisciplinary team, which includes medical specialists, sonographers, midwives and administrative staff, work collaboratively to deliver exceptional care to clients in the ACT and surrounding region. The Sonography service currently operates 5 days a week (Monday to Friday), however weekend work may become available as services expand.

We are seeking a suitably qualified and experienced sonographer to join a small team of sonographers in the Fetal Medicine Unit. The successful applicant must have appropriate qualifications, obstetric and gynaecological imaging experience and have the ability to work independently within a team environment. This position requires a high level of communication skills and sensitive interaction in a high-risk obstetric environment. The position holder will report to the Sonography Manager in the Fetal Medicine Unit.

For more information regarding the position duties click here for the [Position Description](#).

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. 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.

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

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

Contact Officer: Payam Saberian 02 5124 7364 [Payam.Saberian@act.gov.au](mailto:Payam.Saberian@act.gov.au)

### **CHS University of Canberra Hospital**

#### **UCH Rehabilitation**

#### **UCH Brindabella Rehab Services - Allied Health**

#### **Senior Occupational Therapists - Various Departments**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 30396, several - 02ECC)**

Gazetted: 25 October 2023

Closing Date: 3 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers, and internal and external service providers to maximise the health, wellbeing, and occupational engagement of Canberrans.

CHS Occupational Therapists provide exceptional care through the delivery of high-quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University of Canberra Hospital, Duhlwa Mental Health Unit, consumers' homes and a variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT.

Our staff are committed to the delivery of health services that reflect CHS values.

These position/s will be based within the Rehabilitation, Aged and Community Services (RACS) division, primarily located at the University of Canberra Hospital.

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, University of Canberra Hospital, Community Health Centres and 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.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Services' network of health facilities designed to meet the needs of our ageing and growing population. Services provided out of the University of Canberra Hospital include inpatient rehabilitation, outpatient, and ambulatory rehabilitation (Brindabella Day and Ambulatory Rehab Service) and community aged care services including the Transitional Therapy and Care Program.

This recruitment will be used to fill three temporary vacancies- 12 months in TTCP until end of December 2024 and two 7-month vacancies in BDARS until end of June 2024. The results of this recruitment round may be used to fill any similar temporary or permanent additional vacancies as they occur. This position(s) maybe also be required to participate in overtime, on call and/or rotation roster throughout RACS or other CHS services. Recruitment to this position may be based on written application alone in certain circumstances.

For more information regarding the position click here for the [Position Description](#).

Please note 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.

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

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

Contact Officer: Megan Sullivan (02) 5124 0079 [megan.sullivan@act.gov.au](mailto:megan.sullivan@act.gov.au)

**CHS University of Canberra Hospital**

**UCH Rehabilitation**

**UCH Inpatient Allied Health**

**Occupational Therapist - Acute Allied Health Services and RACS**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 20626, several - 02E96)**

Gazetted: 24 October 2023

Closing Date: 14 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Exciting opportunities exist for Occupational Therapist(s) to join the Canberra Health Services with the opportunity to work in either acute, rehabilitation or community based teams. The successful applicant(s) will be employed as a rotational Health Professional Level 2 with the opportunity to rotate across service areas to enhance learning and experience. Occupational Therapists have high levels of clinical supervision, have access to professional development support, and broad support from occupational therapy supervisors, clinical educators and the occupational therapy professional group.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

Note: There are both temporary and permanent position available

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

Contact Officer: Jane Lawrence 02 5124 0073 [jane.lawrence@act.gov.au](mailto:jane.lawrence@act.gov.au)

#### **CHS Clinical Services**

##### **Mental Health, Justice Health and Alcohol and Drug Services**

##### **Child and Adolescent Mental Health Services**

##### **Psychologist, Occupational Therapist or Social Worker - CAMHS Community Teams**

##### **Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 56855, several - 02E7H)**

Gazetted: 24 October 2023

Closing Date: 10 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Mental Health, Justice Health, Alcohol & Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided a range from prevention and treatment to recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes.

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis. The CAMHS Single Point of Access (SPA) team is made up of multidisciplinary mental health professionals who provide assessment, including crisis response and single session interventions within a recovery framework to children and Young People up to the age of 18 and their families.

This role is temporary and part of a pilot implementation of a SPA team who will conduct intake, assessment and provide single session interventions for children and young people with mental health issues and their families,

facilitate group work, in-reach into Bimberi Youth Justice Centre, police stations, and support Police, Ambulance, Clinician Early Response (PACER) where needed to complete assessments of young people. As a HP2 clinician you will provide support to HP1 clinicians.

CAMHS is seeking a dynamic and experienced Health Professional Level 2 to participate in the SPA pilot project. Under the direction of a Team Manager / Senior Clinician, the HP2 will provide triage, mental health assessment, including risk assessments and clinical interventions of single session interventions, including single session family therapy interventions as well as referral management.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

For more information regarding the position duties click here for the [\*Position Description\*](#).

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

Undergo a pre-employment 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 \(act.gov.au\)\*](#)

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

Comply with ACT Health credentialing and scope of clinical practice requirements.

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

Contact Officer: Brianan Jones 02 5124 1148 [brianan.jones@act.gov.au](mailto:brianan.jones@act.gov.au)

## **CHS Clinical Services**

### **Medicine**

#### **Respiratory & Sleep**

##### **Office Manager - Respiratory and Sleep Unit**

**Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 62836 - 02EEB)**

Gazetted: 25 October 2023

Closing Date: 14 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [\*Canberra\*](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: This position reports to the Administration Manager (reporting) and Unit Director (line). It provides office management to the unit and supervision to the Sleep and Respiratory outpatients team, as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

For more information regarding the position duties click here for the [\*Position Description\*](#).

Please note 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 on this position and how to apply "click here"*

Contact Officer: Brie Pilicic (02) 5124 3028 [brie.pilicic@act.gov.au](mailto:brie.pilicic@act.gov.au)

## **Cancer Supportive Care**

### **Senior Social Worker - Cancer Supportive Care**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 26461 - 02ECZ)**

Gazetted: 25 October 2023

Closing Date: 6 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings. The Division is also responsible for Walk in Centres, Central Outpatients and Central Health Intake.

The Cancer Psychosocial Service aims to improve outcomes for people with cancer and their families, by providing a comprehensive psychosocial service within the inpatient, outpatients and community settings. The Cancer Psychosocial Service is located at the Canberra Region Cancer Centre.

The Senior Social Worker will have an understanding of issues relating to oncology and the impact of cancer on a person and their family / carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Interprofessional environment. The overall function of the position is to promote positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team.

For more information regarding the position duties click here for the *Position Description*.

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

Contact Officer: Cheryl Rowsell 0466322676 [Cheryl.Rowsell@act.gov.au](mailto:Cheryl.Rowsell@act.gov.au)

## **Medical Imaging**

### **Radiographer - Medical Imaging Level 2**

#### **Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: 29273 - 02DNW)**

Gazetted: 23 October 2023

Closing Date: 2 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Medical Imaging Department at CHS operates 24 hours, seven days week, providing a wide range of diagnostic imaging services. The service provides state-of-the-art diagnostic imaging, interventional radiology and nuclear medicine services to patients in Canberra and the Southeast Region of NSW. The service is committed to providing patients with contemporary diagnostic and interventional radiology, as well as molecular imaging services with a strong commitment to research and training in advancing the use of imaging for diagnosis and treatment of disease.

The Medical Imaging Department forms part of the CHS Medical Services Group which also includes Pharmacy, Healthcare Technology Management, the Prevocational Education and Training, the Medical Officer Support, Credentialling, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU), ACT Blood Counts Program and the CHS Library and Multimedia.

The MI2 Radiographer position is a clinical role and is responsible for the provision of general radiographer services during business hours, providing leadership for the whole department after hours and on weekends. Daily operations include the management of patient scheduling, throughput and care, as well as immediate staff and clinical contact along with the management and operation of General Radiography.

The position is required to support the Medical Imaging Department in the provision of a 24 hour, 7 days a week service. This includes shift work, overtime and on-call duties outside of normal working hours where required. The position may also be rostered to shifts based outside of the Canberra Hospital precinct and in a remotely supervised capacity (e.g., University of Canberra Hospital and the Weston Creek Imaging Service).

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

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](#).

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

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.

*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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 Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

Contact Officer: Johnathon Mainey (02) 5124 8204 [jonathan.maine@act.gov.au](mailto:jonathan.maine@act.gov.au)

## **CHS Clinical Services**

### **Medicine**

#### **Gastroenterology & Hepatology**

##### **Personal Assistant**

##### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 61442 - 02E9T)**

Gazetted: 24 October 2023

Closing Date: 2 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Applications are sought for an enthusiastic and professional individual to fill the position of Personal Assistant within the Gastroenterology and Hepatology Unit (GEHU).

Reporting to the GEHU Administration Manager, this position is responsible for managing the daily activities of the Unit Director. This position also provides general administrative assistance to the Administration Manager and Business Manager as required.

The position is required to prepare a range of correspondence, manage inboxes and calendars, provide secretariat support to committees, assist with human resource and financial management functions, and ensuring the timely response to requests and other duties that are appropriate to this level of classification.

Applicants will need to be professional and have excellent communication, organisational and time management skills while adhering to CHS confidentiality policies and procedures. The applicant must have ability to liaise effectively with staff at all levels.

It is expected that the Personal Assistant will have a strong understanding of the responsibilities and accountabilities of the functions of the Division of Medicine / Gastroenterology and Hepatology Unit and will be able to work collaboratively with executives across Canberra Health Services to support the delivery of priorities.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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 with the possibility of extension and/or permanency

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

Contact Officer: Alexandra Bowman Raath (02) 5124 8595 alexandra.bowmanraath@act.gov.au

## **CHS Clinical Services**

### **Medicine**

#### **Business Manager - Medicine Operational**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 45317 - 02EHQ)**

Gazetted: 25 October 2023

Closing Date: 10 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Reporting to the Director of Operations, the Business Manager will provide support to the Unit Directors in the delivery of all operational functions within their relevant specialties. This will include (but not limited to) overseeing the administrative functions within the department, ensuring all key performance targets are met and standard Operating Procedures are adhered to. The Business Manager will be responsible for ensuring that the appropriate data is available, analysed and presented to support business decision making, forging the gap between financial and business management. The role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally. These roles will lead on the project management of new models of care and organisational change and on the development of services going forward.

For more information regarding the position click here for the [Position Description](#).

Please note 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.

To Apply: Please submit a copy of your CV along with a 2x page response to the Selection Criteria listed in the position description. Only applications submitted online will be accepted.

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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

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.

*Canberra Hospital Expansion Project – CHS is constructing a new Critical Services Building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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 Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities. If you would like further information regarding this opportunity, please contact Kate Woodward at (02) 5124-4233 or at [Kate.Woodward@act.gov.au](mailto:Kate.Woodward@act.gov.au).*

Contact Officer: Kate Woodward (02) 5124 4233 [Kate.Woodward@act.gov.au](mailto:Kate.Woodward@act.gov.au)

## **Maternity**

### **Registered Midwife Level 2, Maternity, Various Departments**

#### **Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 12706, several - 02EDF)**

Gazetted: 24 October 2023

Closing Date: 8 December 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Are you an experienced Registered Midwife looking for your next challenge? Are you ready to jump into clinical leadership? Then we are looking for you!

Canberra Hospital is a level 6 tertiary centre providing specialised maternity care to approximately 3800 women per year. You will work in a growing health care service that includes a new Critical Services Building that will provide state of the art services to Canberra and the surrounding regions.

We are looking for Registered Midwife's to work across their full scope of practice in the following areas:

Antenatal

Postnatal

Birthing

Continuity (CBR Midwives Program)

Maternity and Gynaecology Outpatients

For more information regarding the position duties click here for the [Position Description](#).

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.

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](#).

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*Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

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## **Patient Flow Unit**

### **Ward Services Officer Team Leader**

#### **Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 602523 - 02ECT)**

Gazetted: 24 October 2023

Closing Date: 2 November 2023

Details: What can we offer you:

City living without the traffic – click her to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

#### **About the Hospital**

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

#### **About the Role:**

The Ward Services Team Leader (WSTL) is responsible for providing leadership, direction and support to the Ward Service Officers (WSO).

Working under limited direction of the Patient Flow Unit you will:

Manage the day to day operation of the Ward Service Officers ensuring that services meet operational needs.

Undertake administrative duties including recruitment, rostering, performance management and human resource management.

Undertake policy review, incident investigation, training and education relevant to the functions of the Ward Service Officers.

Maintain and monitor safe work practices including Manual Handling and adherence to Infection Control standards and Occupational health and safety.

Continuously update and review WSO processes and procedures.

#### **About you:**

##### **Requirements/Qualifications:**

##### **Mandatory**

Strong leadership and management skills, with an understanding of the importance of teamwork and the ability to work collaboratively to create a positive culture.

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.

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.

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](#).

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Contact Officer: Kerry Foley 02 6264 7088 [Kerry.Foley@calvary-act.com.au](mailto:Kerry.Foley@calvary-act.com.au)

**Operational Commissioning Campus Modernisation**

**Biomedical Commissioning Engineer - Operational Commissioning Campus Modernisation**

**Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 62791 - 02DXS)**

Gazetted: 24 October 2023

Closing Date: 3 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Canberra Hospital Expansion Project includes at design and construction of a new 44,000m<sup>2</sup> acute clinical services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, cardiac care unit and inpatient beds. This development is referred to as the Critical Services Building (CSB) – also known as Building 5.

The Biomedical Commissioning Engineer is a dedicated resource representing Healthcare Technology Management (HTM) on biomedical engineering inputs and requirements for Building 5. The role has the responsibility of being the Project’s primary HTM interface.

For more information regarding the position click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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Contact Officer: Vanessa Brady 0404 364 949 [vanessa.brady@act.gov.au](mailto:vanessa.brady@act.gov.au)

## Medical Records

### Research and Quality Manager - Medical Records

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 19710 - 02E6G)**

Gazetted: 24 October 2023

Closing Date: 3 November 2023

Details: What can we offer you:

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Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

### About the Role:

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 of paper and electronic health records.

Clinical coding and casemix data generation; and

Patient identifier management.

This position is responsible for the provision of morbidity data and clinical records for research projects, audits, and quality assurance activities. The position is involved in the Junior Medical Officer (JMO) Orientation program and will also liaise closely with the Australian National University Medical School in the training of medical students. This position manages the Discharge Summary Liaison Officer(s) to ensure timely completion and discharge summaries.

As part of the HIS management team, this position is also responsible for assisting in the overall management of the Health Information Service, including assistance with internal quality activities and the on-going maintenance of relevant policies and procedures.

For more information regarding the position click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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Contact Officer: Robyn Lunt (02) 5124 3331 [robyn.lunt@act.gov.au](mailto:robyn.lunt@act.gov.au)

## **Community Health Programs**

### **Enhanced Child Health Service - Registered Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 63278, several - 02E8U)**

Gazetted: 24 October 2023

Closing Date: 6 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Women, Youth and Children, Community Health Programs deliver a range of community based primary health services to women, children, young people, and families. These services include support, education, and information; counselling, assessment, and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team.

The Enhanced Health Services (EHS) includes the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

Enhanced Child Health Service:

Registered Nurses within the Enhanced Child Health Service work within the Multidisciplinary Assessment, Intake and Navigation (MAIN) Team and support the work of the Developmental Paediatric and Child Protection Medical Services, as well as the work of the Training Team.

The MAIN Team receives referrals regarding child abuse, developmental and/or behavioural concerns for children and young people. Registered nurses in the MAIN Team are responsible for:

Completing intake assessments to determine need and the appropriate service or team to respond to the identified need

Providing health assessments for children entering Out of Home Care

Providing CHS and CYPS with relevant Health information where there are concerns for the safety and wellbeing of a child or young person and providing advice and support to access further information as required.

Registered nurses support the Training Team to deliver education regarding child protection and family violence matters for all CHS staff and education sessions to consumers and stakeholders as required.

Registered Nurses within the Enhanced Child Health Service team participate in regular monthly Clinical Reflective Practice. Professional Development for client cohort is encouraged and supported, along with opportunities for additional training to support Registered Nurses to develop into the role.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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.

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Contact Officer: Meryl Crane (02) 6207 5019 [meryl.crane@act.gov.au](mailto:meryl.crane@act.gov.au)

#### **Assistant Director HR Business Partner- SOG C**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: LP9504 - 02EEH)**

Gazetted: 24 October 2023

Closing Date: 13 November 2023

What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the role:

The Human Resource Business Partner (HRBP) will be an experienced operational and strategic human resources practitioner who demonstrates sound leadership, relationship management, communication, and analytical skills. Using these skills, the HRBP will provide specialist advice and management through relationship building, conflict resolution, strategic issue management, operational implementation and proactive delivery of a diverse range of workplace relations, employment, policy and procedure, advocacy and business partnering services. Key to the success of the role will be the ability to engage and influence key stakeholders on HRM strategic direction. Under limited direction of the Director, you will provide generalised HR support across the new North Canberra Hospital. You will:

Provide specialist technical and strategic advice to senior managers and employees in relation to a range of people management concerns, workplace relations issues, and clarifying employment policy;

Facilitate a positive resolution to complex employment/industrial relations issues in collaboration with key stakeholders, with a priority placed on treating every individual with respect and dignity, irrespective of the situation or outcome;

Build a performance development culture in collaboration with colleagues in the HR Division and key stakeholders across the organisation to enhance people management and leadership practice and standards; and drive business improvement;

Support processes to ensure NCH employees are responsible and accountable for their own actions, performance and conduct, and remain compliant with relevant policy, legislation and professional standards;

Provide high level support, advice and case management services in the investigation and/or resolution of employee complaints, grievances, misconduct, underperformance and other such matters;

Actively participate as a member of the HR Leadership Team and represent the team on relevant committees as required;

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

About you:

#### *Behavioural Capabilities*

Practice within relevant ACT Government health policies and procedures, the position description, conduct and professional standards, and industrial agreements or requirements;

High level of business partnership and collaboration skills, including the demonstrated ability to engage and influence key stakeholders;

Transfer knowledge to others with the goal of building capability across the organisation, including within HR teams; ensure staff are people-centred, solutions-focussed, skilled and responsive; and provide accurate information and advice;

Take reasonable care of your own health and safety and the health and safety of others in the workplace.

Please note 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 on this position and how to apply ["click here"](#)*

Contact Officer: Kerry Carmichael (02) 6201 6128 [Kerry.Carmichael@calvary-act.com.au](mailto:Kerry.Carmichael@calvary-act.com.au)

### **CHS Finance and Business Intelligence**

#### **FBI Operations**

#### **Health Information Services**

#### **Front Desk Officer - Health Information Services**

#### **Administrative Services Officer Class 2/3 \$62,994 - \$76,427, Canberra (PN: 25132 - 02EDK)**

Gazetted: 24 October 2023

Closing Date: 6 November 2023

What can we offer you:

City living without the traffic – [click here](#) to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Chief Financial Officer (CFO) Branch is led by the Chief Financial Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO Branch is responsible for the development and maintenance

of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The main sub-units within the CFO branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, and Health Information Services.

Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

Under general direction of the Director, Health Information Service Front Desk is responsible for coordinating all activities at the department's reception, including answering all telephone calls from members of the public, health professional staff, solicitors, police etc and actioning or re-directing as appropriate, responding to email requests, responding to all face-to-face enquiries from members of the public and health professional staff.

For more information regarding the position duties click here for the *Position Description*.

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

Undergo a pre-employment National Police Check.

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

For more information on this position and how to apply "[click here](#)"

Contact Officer: Robyn Lunt (02) 5124 3331 [robyn.lunt@act.gov.au](mailto:robyn.lunt@act.gov.au)

## **Pathology**

### **Staff Specialist/Senior Specialist in Anatomical Pathology**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 28835 - 02E95)**

Gazetted: 23 October 2023

Closing Date: 1 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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](#)

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

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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 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 Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, flow cytometry, molecular pathology, cytogenetics and liquid cytology are available on site.

The Department provides for teaching of Anatomical Pathology at the Australian National University Medical School. There is a well-established Registrar training program. Currently there are 12 Anatomical Pathologists and 6 Registrars.

Duties:

Under broad direction of the Director of Anatomical Pathology and the Executive Director of Pathology, as an Anatomical Pathologist you will have a key role in the day-to-day operations of the laboratory and providing diagnostic reporting, leading and being involved in research projects, participating in teaching and training of registrars and medical students, participating in quality assurance activities and promote a commitment to high quality customer service.

Provide high quality and timely diagnostic reporting in Anatomical Pathology including gynae and non-gynae cytology.

Provide intra operative assessments on frozen section examinations including but not limited to CNS and gynae-oncology specimens.

Participate in the teaching, training and supervision of Anatomical Pathology Registrars and Medical Students.

Participate in Quality Assurance activities within the Department including being familiar with and observe all relevant accreditation standards, Canberra Health Services policies and procedure and other relevant legislative requirements.

Support the Anatomical Pathology laboratory team in providing an effective service in a positive and collaborative manner, providing leadership where required and modelling the Canberra Health Services values.

Conduct self-initiated or participate in collaborative research projects.

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

For more information, please click here to see the [Position Description](#).

Contact Officer: Wayne Chou 5124 2865 [Wayne.Chou@act.gov.au](mailto:Wayne.Chou@act.gov.au)

## Cardiology

### Cardiac Physiologist (Electrophysiology)

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 38884 - 02E77)**

Gazetted: 23 October 2023

Closing Date: 14 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The cardiology department at Canberra Hospital provides both inpatient and outpatient services to the ACT and surrounding region. The coronary care unit manages approximately 2,000 acute admissions annually. The department also provides approximately 7,000 occasions of service per year to outpatients, including medical clinics, nursing clinics and cardiac diagnostic investigations and therapeutic interventions (including electrophysiology and cardiac CT). The department provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region.

The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care. Planning is underway for state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories in the Canberra Hospital Expansion Project (scheduled for completion in 2024).

This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical EPS service delivery. The role includes the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the Cardiac physiology group.

An exciting opportunity exists for an experienced cardiac scientist to become a part of 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 electrophysiology service (EPS) delivery, and the provision of complex cardiac physiology diagnostic investigations and therapeutic interventions according to procedures and published standards. The role will involve participation in an on-call roster. The role is part of the cardiology allied health's leadership team and includes supporting the management of the cardiac physiology 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 allied health group. Within CHS, the cardiac physiology profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision *Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence*.

For more information regarding the position duties click here for the [Position Description](#).

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

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

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

Undergo a pre-employment National Police Check

Contact Officer: Leah Giles 02 5124 2692 [leah.giles@act.gov.au](mailto:leah.giles@act.gov.au)

## **CHS Clinical Services**

### **Medicine**

#### **Gastroenterology & Hepatology**

##### **Nurse Level 2 - Registered**

##### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 12556 - 02E8I)**

Gazetted: 23 October 2023

Closing Date: 3 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Gastroenterology & 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 role of the wait list nurse is to manage regular the clinical audit and oversight of the endoscopy wait list to ensure patients are triaged appropriately to guidelines and policy and receive their procedure timely within those guidelines.

For more information regarding the position duties click here for the [Position Description](#).

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. 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.

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

Contact Officer: Margaret McManus (02) 5124 5164 [Margaret.McManus@act.gov.au](mailto:Margaret.McManus@act.gov.au)

## **Paediatrics**

### **Paediatrics Hospital in the Home - Registered Nurse Level 2**

##### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 63287 - 02EAS)**

Gazetted: 23 October 2023

Closing Date: 3 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

Discounted gym memberships

Scholarships for education support

About the Role:

Are you an experienced Paediatric Registered Nurse looking for your next challenge? Are you ready to jump into clinical leadership? Then we are looking for you!

The Paediatric Units in the Centenary Hospital for Women, Youth and Children is under Canberra Health Services. Successful candidates will be provided ongoing education and training opportunities facilitated through Workforce Capability and Clinical Development Nurses. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for Paediatric patients with a wide range of conditions.

The Paediatric Child and Adolescent Short Stay Unit is a combined hybrid model of care encompassing a 12 bed Day Stay unit and The Paediatric Hospital In The Home Service (P-HITH). This position is for the P-HITH Inpatient service of the Canberra Health Service, Division of Women, Youth and Children. P-HITH provides access to acute healthcare for patients, generally in their own home. P-HITH operates 7 days a week morning and evening shifts. Patients admitted to P-HITH are classified as inpatients of CHS and would otherwise be receiving their medical treatment in a hospital ward. The service requires driving to the patient's home to deliver clinical care.

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

Within this role, the Registered Nurse Level 2 will provide complex clinical care to patients with a variety of medical conditions. This includes working independently providing clinical care to patients in their home, conducting advanced clinical assessments or patients, applying critical thinking skills, supporting, and providing guidance to junior nursing staff, troubleshooting, and coordinating complex care needs of patients within the service. Staff work as part of a comprehensive multidisciplinary team and this position will be required to escalate concerns to medical staff as needed within a timely manner.

For more information regarding the position duties click here for the [Position Description](#).

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.

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

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](#).

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

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.

*Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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 Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.*

*North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.*

Contact Officer: Kara Allen (02) 5124 7613 kara.allen@act.gov.au

## **CHS Clinical Services**

### **Surgery**

### **Surgical Services**

### **Trauma Coordinator**

### **Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22264 - 02EAH)**

Gazetted: 24 October 2023

Closing Date: 7 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role

The ACT Trauma Service is a Level 1 trauma service providing care to trauma patients injured within the ACT and the southern NSW region from south of Sydney, east to the Sapphire Coast and west to Wagga Wagga. The ACT Trauma Service endeavours to ensure that all trauma patients are optimally cared for from prehospital to discharge.

The Trauma Coordinator:

Works with the Trauma Director to ensure patients receive appropriate care and coordinates the day-to-day Hospital activities of the trauma service.

provides expert clinical leadership and management within a nursing and multidisciplinary team

Is responsible for the development and implementation of policies, procedures and guidelines for trauma management.

Is to develop and maintain collaborative partnerships with internal and external stakeholders regarding trauma management. This role includes a strong emphasis on clinical education and training.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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 on this position and how to apply "click here"*

Contact Officer: Rosalie Austin 0409396092 [rosalie.austin@act.gov.au](mailto:rosalie.austin@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](mailto:jobs@act.gov.au)**

#### **Education and Training Services**

#### **CIT Library and Learning Services**

#### **Library and Learning Services**

#### **Senior Manager, Library and Learning Services**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 54235)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: The Canberra Institute of Technology (CIT) is seeking an experienced and motivated Senior Manager to lead the Library and Learning Services section.

The focus of this role is to lead the Library and Learning Services staff in the delivery of contemporary client-centred library and information services to support the delivery of training and a successful student experience.

The role requires demonstrated high-level leadership qualities with a proven record to establish and maintain a highly motivated environment involving both clients and staff.

The Senior Manager reports to the College Director and is responsible for:

Identifying and guiding professional development of Library and Learning Services staff.

Planning, co-ordinating and managing financial, human, and physical resources, including oversight of the central learning resources.

Representing CIT on relevant government, local, national or industry bodies.

Liaising with internal and external clients and groups.

Actively participating in the corporate development of CIT, particularly in relation to research and development.

Reviewing and assessing performance of CIT's Library and Information Services.

Managing the corporate responsibility for copyright across CIT.

This position involves the direct supervision of staff.

This role is currently overseeing the management of the implementation of a new ILMS.

Eligibility/Other Requirements:

Highly desirable

Educational experience, preferably in a TAFE environment.

Tertiary qualifications relevant to the position. Australian Library and Information Association (ALIA) membership or equivalent.

Notes: This position is a permanent position. 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 to address the selection criteria located in the position description, a maximum of two pages, and provide a current curriculum vitae with the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Coleman (02) 6205 2033 Matthew.Coleman@cit.edu.au

## **Health, Community and Science**

### **Human Services**

#### **Nursing Teacher**

**Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51179)**

Gazetted: 24 October 2023

Closing Date: 10 November 2023

Details: Are you a qualified nurse seeking a change of pace? Are you looking for a better work life balance? Do you like to share the years of wisdom you have learnt to the next generation? Or maybe you are just a little curious? CIT is seeking suitably qualified nurse to join our team in fulltime permanent position.

WHAT'S THE POSITION?

CIT is seeking suitably qualified nurse to join us in shaping the next generation of healthcare professionals. As a teacher at CIT, you have the power to directly impact the future of nursing within the ACT and surrounds by passing on your extensive experience and industry knowledge to a classroom full of students waiting to learn from you.

We are seeking someone who is a strong, confident communicator, with excellent technical skills and a passion for learning. You will be flexible in your approach to sharing on your knowledge and be able to work with a diverse range of people. Your work as a teacher will require digital skills as we use a range of programs to deliver our training and email to correspond with our students and colleagues.

Eligibility/Other requirements: WHAT DO I NEED?

To be successful in this position you must have the following:

relevant formal vocational qualifications (relevant trade qualification or equivalent minimum, Australian equivalent); and

demonstrate a broad range of current industry skills and experience.

To become a teacher at CIT you must hold one of the following qualifications:

Certificate IV in Training and Assessment (such as a TAE40116 or equivalent)

OR

complete a minimum of the Enterprise Trainer – Presenting Skills Set and/or Enterprise Trainer – Mentoring Skills Set and/or Enterprise Trainer and/or Assessor Skill Set and complete the full qualification in 18 months of engagement\*

CIT can assist in you gaining the full qualification. Further information available in CIT's Enterprise Agreements.

Note: Applicants do not have to possess direct teaching experience, as we can train you on how to become a great vocational education & training (VET) teacher. We place more value on people with the relevant trade qualifications, industry experience and right attitude. 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: For permanent position please click below and you will be re-directed to the ACTGOV Jobs page. You will be asked to submit your Curriculum Vitae, and a two-page pitch outlining how your skills and experience meet selection criteria and why you would make an excellent CIT Teacher. Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Lisa Burling (02) 6207 2354 Lisa.Burling@cit.edu.au

## **Corporate Services**

### **Corporate Services**

#### **Corporate Services**

### **Executive Support Officer**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 61354)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: The Corporate Services Management team are looking for an Executive Support Officer with demonstrated personal drive and integrity to join the Executive Support Team.

What you will do

This position provides confidential administrative support to the Executive Director and other Corporate Executives, including proactive diary management, arranging, and scheduling appointments and meetings, answering telephone calls, organising travel and accommodation arrangements, and ensuring emails and enquiries are dealt with promptly and efficiently. As part of the Executive Support team your key focus is in supporting the Corporate Executives through efficient management of workflow and enhancing productivity across the division.

What we require

To thrive in this position, you will have a demonstrated ability to build strong working relationships quickly, excellent coordination skills and the ability to work independently. You can utilise your sound judgment to be proactive in your approach to work and anticipate the needs of the Executive. You have excellent customer service skills and can easily navigate multiple deadlines and demands within a complex work environment. You will excel in this position if you have an improvement mindset and are resilient and adaptable to changing circumstances while managing multiple priorities and demands and thrive in a flexible working environment under limited supervision. 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:

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 HPE Content Manager (TRIM) and Microsoft SharePoint is desirable.

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

How to Apply: Please send a one page pitch demonstrating capability and your interest in the role, relevant to the position description, along with your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Corey Uncles (02) 6207 0742 [Corey.Uncles@cit.edu.au](mailto:Corey.Uncles@cit.edu.au)

### **Corporate Services**

#### **Campus Renewal**

##### **Director - Campus Renewal**

#### **Senior Officer Grade A \$160,541, Canberra (PN: 55563)**

Gazetted: 20 October 2023

Closing Date: 27 October 2023

Details: Canberra Institute of Technology (CIT) are seeking a motivated Director, Campus Renewal to deliver our ambitious business transformation agenda.

WHAT DO WE WANT

The Director, Campus Renewal is responsible for leading a dedicated project team in delivering a significant change program across CIT. This team is responsible for the oversight of all aspects of CIT's relocation from the Reid to Woden campus, the relocation of CIT Yurauna from Reid to Bruce campus, as well as driving CIT's reform agenda across its other campuses. We are seeking an experienced leader who can inspire, energise, and positively influence team and individual outcomes.

WHAT WILL YOU DO?

Centring on Future Focussed Teaching and Learning practices, this position will be pivotal in supporting our teaching, support staff and students to move to a vertical, digitally enabled Cloud Campus, as part of the relocation and transition from traditional teaching spaces to the new teaching and learning facilities.

WHAT DO I NEED?

Exceptional project/change management, collaboration and communication skills are paramount as this position will be required to liaise with and understand the needs of various internal and external stakeholders, whilst working to tight deadlines and budgetary restraints. This position requires a leader with a strong, considered and engaging people focus to successfully deliver best practice people and culture outcomes across the institute.

How to apply: Please provide a one page pitch, outlining your suitability for the position and claims against the Selection Criteria, along with a current curriculum vitae and contact details. Please note selection may be made on your written application and referee reports.

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

Contact Officer: GeorgeA Stellios (02) 6205 2957 [GeorgeA.Stellios@cit.edu.au](mailto:GeorgeA.Stellios@cit.edu.au)

## **Education Futures and Students**

### **Student Experience Lead and Academic Registrar**

**Executive Level 1.3 \$258,855 - \$269,201 depending on current superannuation arrangements, Canberra (PN: E1332)**

Gazetted: 19 October 2023

Closing Date: 9 November 2023

Are you an experienced vocational education and training professional who is committed to providing an exceptional experience for students?

Do you thrive on fostering a culture of continuous improvement?

Does playing a pivotal role in unlocking the future of vocational education and training in Canberra excite you?

Canberra Institute of Technology is seeking a Student Experience Lead and Academic Registrar to deliver an excellent student experience.

Details: The Student Experience Lead and Academic Registrar is responsible for providing leadership and advice on opportunities to drive growth in student enrolments, improve student satisfaction and deliver an excellent student experience. We are seeking an experienced senior leader who will provide direction and empower teams to create a high-performance, inclusive and accountable culture, while focusing on supporting CIT's objectives and outcomes.

Promoting a student centric experience, the Student Experience Lead and Academic Registrar will develop holistic strategies and foster a culture of continuous improvement in a complex operating environment with multiple stakeholder groups. Your experience in influencing policy and driving reform to inspire mindsets focused on excellence in the execution of education experience and outcomes will be demonstrated by your extensive experience within the VET sector.

Reporting to the Executive Director, Education Futures and Students, this position is responsible for promoting the CIT brand, including delivery of high-quality, accessible and relevant skills and training that is linked to meaningful career pathways; and the contribution CIT makes to the broader community and economy. This position is required to provide high-quality advice and reporting to the CIT Board, Executive team, and others as required, including interpretation of legislative requirements, registered training organisation standards and relevant guidelines.

We are looking for an ambitious, collaborative leader with comprehensive knowledge of the Australian VET legislative, regulatory and quality framework. The successful applicant requires a commitment to of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety, the ACT Public Service Values and Signature Behaviours and CIT Cultural Traits.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a relevant discipline such as education, business, management, social sciences or communications, and/or equivalent knowledge and experience.

Remuneration: The position attracts a remuneration package ranging from \$258,855 - \$269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

Contract: The successful applicant will be engaged under a performance-based long-term 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.

For more information on the Canberra Institute of Technology (CIT), visit: [cit.edu.au](http://cit.edu.au)

To apply: please go to [fisherleadership.com](http://fisherleadership.com) and click on 'APPLY ONLINE' using reference CITsel0923, addressing your cover letter and resume to Sharyn Gowans or David Baber of Fisher Leadership, or call 1300 347 437 for further information. Your application should include:

- A brief covering letter clearly quoting CITsel0923
- A complete and current curriculum vitae (maximum of five pages)
- A statement of claims detailing your experience relevant to the position and in line with the position requirements and Executive Capabilities outlined in the candidate information pack (no more than two pages)

Contact Officer: Sharyn Gowans or David Baber of Fisher Leadership 1300 347 437

## **Education Futures and Students**

### **Industry and Innovation Lead**

**Executive Level 1.2 \$242,863 - \$252,564 depending on current superannuation arrangements, Canberra (PN: E1331)**

Gazetted: 19 October 2023

Closing Date: 9 November 2023

Does establishing relationships, researching emerging trends and building successful commercial education and training partnerships inspire and excite you?

Are you interested in playing a pivotal role in unlocking the future of vocational education and training in Canberra?

Do you enjoy developing and implementing innovative programs and strategic initiatives?

Canberra Institute of Technology (CIT) is seeking a highly motivated individual to join our team in the newly created position of Industry and innovation Lead.

Details: The Industry and Innovation Lead is a key education leadership position responsible for initiating and leading activities relating to industry engagement and strategic relations, and growing innovative commercial education and training partnerships across CIT. We are seeking someone who can build on our connections with industry and enable us to continue to grow our business, by ensuring all CIT programs are aligned with industry expectations and outcomes.

Reporting to the Executive Director, Education Futures and Students, the Industry and Innovation Lead is responsible for scanning the global environment to explore current and emerging ideas, trends and technologies and their potential application to CIT's education strategy and initiatives. The position will work proactively with key government stakeholders, including Economic Development (Chief Minister, Treasury and Economic Development Directorate), on ACT Government priorities, and strategies for the future economic development of the ACT and the region.

Anticipating and exploring the potential of new ideas to enhance CIT's teaching, learning and the student experience is a key focus of this position. This will be done by fostering productive partnerships and business relationships, including with other tertiary education sector organisation and schools. Promoting the CIT brand will come naturally to the successful applicant, as will the ability to expand commercial partnerships, build capacity and identify opportunities for growth and improvement.

We are looking for an ambitious, collaborative leader with a proven track record in researching current trends, building strategic partnerships and expertise in project design. The successful candidate will have experience in understanding the pathway from innovation to implementation, whilst building and maintain strong internal and external relationships. The successful applicant requires a commitment to of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety, the ACT Public Service Values and Signature Behaviours and CIT Cultural Traits.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a relevant discipline such as education, business, management, social sciences or communications, and/or equivalent knowledge and experience.

Remuneration: The position attracts a remuneration package ranging from \$242,863 - \$252,564 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$215,572.

Contract: The successful applicant will be engaged under a performance-based long-term 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.

For more information on the Canberra Institute of Technology (CIT), visit: [cit.edu.au](http://cit.edu.au)

To apply: please go to [fisherleadership.com](http://fisherleadership.com) and click on 'APPLY ONLINE' using reference CITiil0923, addressing your cover letter and resume to Sharyn Gowans or David Baber of Fisher Leadership, or call 1300 347 437 for further information. Your application should include:

- A brief covering letter clearly quoting CITiil0923
- A complete and current curriculum vitae (maximum of five pages)
- A statement of claims detailing your experience relevant to the position and in line with the position requirements and Executive Capabilities outlined in the candidate information pack (no more than two pages)

Contact Officer: Sharyn Gowans or David Baber of Fisher Leadership 1300 347 437

**Education Futures and Students**

**Education Design and Delivery Lead**

**Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E1330)**

Gazetted: 19 October 2023

Closing Date: 9 November 2023

Are you an experienced vocational education and training professional who is committed to delivering future-focused teaching and learning?

Are you an experienced people-leader with a passion for driving innovative design and delivery of quality education and training?

Does playing a pivotal role in unlocking the future of vocational education and training in Canberra excite you?

The Canberra Institute of Technology (CIT) is seeking an experienced leader in the VET sector to join our team in the newly created position of Education Design and Delivery Lead.

Details: The Education Design and Delivery Lead provides leadership and expert advice on the design and delivery of quality education and training programs, policies and practices, teacher capability and currency, and training product implementation. Key responsibilities are to provide executive leadership across CIT's colleges and campuses, to develop a high-performance culture and support the professional development of teaching staff at all levels of proficiency.

Working collaboratively with CIT executives to build and share an understanding, commitment, and capability to implement future-focused teaching, the Education Design and Delivery Lead will be a pivotal position in executing our transformational reform agendas to achieve the goals of the CIT Strategic Compass Futures 2025. Reporting to the Executive Director, Education Futures and Students, this position is also responsible for continuous business process and quality improvements, with a particular focus on the affordances of digitalisation through the cloud campus and contemporary learning spaces.

Leading the development of quality learning resources and delivery options, your extensive experience in the design and delivery of blended and online learning programs, including accredited and non-accredited short courses and micro credentials, will be key to your success. Comprehensive knowledge of the Australian VET legislative, regulatory and quality framework, and experience using Training Packages to design and deliver vocational learning and assessment, are also essential skills for this position.

We are seeking an experienced senior leader who will provide direction and mentoring to empower teams to create a high-performance, inclusive and accountable culture, while focusing on quality education and training programs. We are looking for an ambitious, collaborative leader with comprehensive knowledge of the Australian VET legislative, regulatory and quality frameworks. The successful applicant requires a commitment to the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety, the ACT Public Service Values and Signature Behaviours and CIT Cultural Traits.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a relevant discipline such as education, business, management, social sciences or communications, and/or equivalent knowledge and experience as a leading practitioner in competency-based vocational learning and assessment.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicants. This includes a cash component of \$244,201.

Contract: The successful applicant will be engaged under a performance-based long-term 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.

For more information on the Canberra Institute of Technology (CIT), visit: [cit.edu.au](http://cit.edu.au)

To apply: please go to [fisherleadership.com](http://fisherleadership.com) and click on 'APPLY ONLINE' using reference CITedd0923, addressing your cover letter and resume to Sharyn Gowans or David Baber of Fisher Leadership, or call 1300 347 437 for further information. Your application should include:

- A brief covering letter clearly quoting CITedd0923
- A complete and current curriculum vitae (maximum of five pages)
- A statement of claims detailing your experience relevant to the position and in line with the position requirements and Executive Capabilities outlined in the candidate information pack (no more than two pages)

Contact Officer: Sharyn Gowans or David Baber of Fisher Leadership 1300 347 437

### **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](mailto:jobs@act.gov.au)**

**Executive Branch Manager, artsACT**

**Temporary Vacancy (8 January 2024 to 6 February 2024)**

**Chief Minister, Treasury and Economic Development Directorate**

## **Economic Development**

### **Position: E813**

#### **(Remuneration equivalent to Executive Level 1.3)**

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date circulated: 25 October 2023

Expressions of interest are sought for the temporary filling of the position of Executive Branch Manager, artsACT for the period 8 January 2024 to 6 February 2024.

As Executive Branch Manager you will lead the branch in collaboratively developing and implementing high quality, evidence-based arts policy and programs, to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for people visiting Canberra.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees only.

Remuneration: The position attracts a remuneration package ranging from \$258,855 - \$269,201 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$229,915.

To apply: please provide an Expression of Interest of no more than two pages, your curriculum vitae and details of two referees to Kate Starick via email, [kate.starick@act.gov.au](mailto:kate.starick@act.gov.au) by COB Wednesday 8 November 2023.

Contact Officer: Kate Starick (02) 6205 9828 [kate.starick@act.gov.au](mailto:kate.starick@act.gov.au)

## **CMTEDD**

### **PCD**

#### **Territory Records Office and Archives ACT**

#### **Advisor, Capability, Access and Governance**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 50950)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: The Territory Records Office is seeking a dynamic and skilled professional to fill the role of Advisor, Capability, Access and Governance.

The position provide support to the day-to-day business of the TRO. This includes monitoring agency recordkeeping activities and assisting in identifying responses that will improve performance in the physical and digital record contexts. The role ensures team objectives are met through undertaking research and analysis, compiling data and writing reports. We are looking for an agile person who can work collaboratively, as well as independently, and can direct their attention to business-as-usual tasks, while developing and progressing products to support and improve information governance and capability. You will be a valued member of the team. You will see direct and immediate impacts of the work you do and will have the chance to make long lasting improvements to the ACT public service.

As part of the central agency, the Chief Minister, Treasury and Economic Development Directorate, you will exemplify the public sector values of respect, integrity, collaboration and innovation.

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) support workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

Desirable

Tertiary qualifications in a relevant field.

Compliance Requirements / Qualifications

This position does not require a pre-employment medical.

Driver's licence C Class is not essential.

This position does not require a Working with Vulnerable People Check

Note: This is a temporary position available immediately from 16 November 2023 until 16 May 2024 with 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. Selection may be based on application and referee reports only.

How to Apply: 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:

Show that you have the capabilities in the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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.  
Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.  
A current Curriculum Vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.  
Applications should be submitted via the apply now button.  
Contact Officer: Jennifer Coombes (02) 62079792 Jennifer.Coombes@act.gov.au

**Office of Industrial Relations and Workforce Strategy**  
**Professional Standards Unit**  
**Investigator**

**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 32540, several)**

Gazetted: 19 October 2023

Closing Date: 2 November 2023

Details: We are seeking a high-performing and results-orientated Investigator to join our team. Our ideal candidate has an understanding of workplace performance and misconduct issues and/or relevant investigative experience. You will be values driven and demonstrate an understanding of the impacts of misconduct and workplace complaints on people and their relationships.

As an Investigator, you will facilitate formal misconduct investigations across the ACTPS, presenting a valuable opportunity to develop a broad range of relationships and networks. You will research and gather evidence, analyse information, and present persuasive arguments to delegates with recommendations about the occurrence of misconduct.

Your work in this space will contribute to continuous improvement of behaviour and integrity related outcomes across the whole ACTPS.

Compliance Requirements / Qualifications

Relevant investigative qualifications such as a Certificate IV in Government Investigations are highly desirable.

Educational and professional qualifications checks may be undertaken prior to employment.

Criminal history checks will be conducted prior to employment.

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: In applying for this position, you are not required to address individual Selection Criteria. provide a pitch of no more than two pages outlining your background, capabilities, and experiences and how these align with the duties (What you will Do), and capabilities and behaviours (What you require) required to be successful for this role.

You should also provide a curriculum vitae no more than two pages.

Applications should be submitted via the Apply Now button.

Contact Officer: Gemma Hogben (02) 6205 9546 Gemma.Hogben@act.gov.au

**Economic Development**

**Venues Canberra**

**Commercial Sales Coordinator**

**Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 31485)**

Gazetted: 20 October 2023

Closing Date: 17 November 2023

Details: Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval. These are Canberra's leading sporting, event and function venues. Some of the Venues major clients include the Brumbies, Canberra Raiders, GWS Giants, Cricket Australia, Summernats, National Folk Festival and Handmade Markets.

Venues Canberra are currently seeking an experienced Commercial Sales Coordinator. Reporting to the Senior Venue Manager, the ideal candidate will have previously undertaken sales activities in the events and venue management industry. Excellent stakeholder engagement is required as this position will ensure clients receive professional service, as we seek to increase revenue and events days. Attention to detail is necessary as proposals, agreements, and operational plans are reviewed and provided along with maintaining detailed and accurate records.

The applicant will also need to work independently with minimal supervision within a small commercial team.

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 people, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements

C class Driver's licence is preferred.

Ability to perform after hours, public holiday or weekend work to support bookings may be required.

Note: This is a temporary position available immediately until 30 June 2024.

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 submit a current Curriculum Vitae along with details of two referees and a written response to the selection criteria.

Applications should be submitted via the Apply Now button.

Contact Officer: RossA McMillan (02) 6205 4948 [RossA.McMillan@act.gov.au](mailto:RossA.McMillan@act.gov.au)

### **Payroll Assistant**

#### **Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 51561, several)**

Gazetted: 20 October 2023

Closing Date: 19 October 2023

Details: Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval. These are Canberra's leading sporting, event and function venues. Some of the Venues major clients include the Brumbies, Canberra Raiders, GWS Giants, Cricket Australia, Summernats, National Folk Festival and Handmade Markets.

Venues Canberra are currently seeking an experienced Commercial Sales Coordinator. Reporting to the Senior Venue Manager, the ideal candidate will have previously undertaken sales activities in the events and venue management industry. Excellent stakeholder engagement is required as this position will ensure clients receive professional service, as we seek to increase revenue and events days. Attention to detail is necessary as proposals, agreements, and operational plans are reviewed and provided along with maintaining detailed and accurate records.

The applicant will also need to work independently with minimal supervision within a small commercial team.

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 people, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements

C class Driver's licence is preferred.

Ability to perform after hours, public holiday or weekend work to support bookings may be required.

Note: This is a temporary position available immediately until 30 June 2024.

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 submit a current Curriculum Vitae along with details of two referees and a written response to the selection criteria.

Applications should be submitted via the Apply Now button.

Contact Officer: RossA McMillan (02) 6205 4948 [RossA.McMillan@act.gov.au](mailto:RossA.McMillan@act.gov.au)

### **CMTEDD Communications and Engagement**

#### **Digital Communication Officers**

#### **Administrative Services Officer Class 5/6 \$87,346 - \$107,322, Canberra (PN: 14936, 18246)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Communication and Engagement Division is looking for an enthusiastic and driven Digital Communication Officer to join a small but busy team responsible for managing the delivery of the directorate's online channels. The successful candidate will use an audience-first approach to identify and solve problems and provide solutions for our stakeholders in the

digital space. We're looking for a team player, someone who will use initiative to identify risks and contribute positively to our team culture. The ability to be adaptable to changing circumstances and experience managing multiple priorities in a fast-moving environment will be highly regarded.

CMTEDD 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 and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

Technical skills in UX design, experience with HTML and use of the Squiz content management system is highly desirable.

Note: This position is available from the start of December 2023 until February 2024 with the possibility of extension.

Selection may be based on applications and referee reports only.

Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the relevant position descriptions and submit a maximum two A4 page pitch detailing your relevant skills and experience, along with your curriculum vitae and the contact details of two referees. Also identify within your application which position you are applying for (Digital Communication Officer ASO5 or ASO6). Applications should be submitted via the Apply Now button.

Contact Officer: Jack Walsh (02) 6205 1865 Jack.Walsh@act.gov.au

## **Economic Development**

### **Venues Canberra**

#### **Bookings and Operations Coordinator**

#### **Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 51026)**

Gazetted: 23 October 2023

Closing Date: 13 November 2023

Details: Venues Canberra is responsible for the booking of events at a number of the Territory's smaller venues including albert Hall, Yarralumla Woolshed, Former Transport Depots, fitters' Workshop and various community halls. The booking and operations coordinator position is responsible for the administration of all booking enquiries and venue hire arrangements for these smaller venues.

It is expected that that successful applicant will be able to work under limited direction and as part of a small team. Previous experience in administering booking enquiries in a venue or facility environment will be highly regarded and close attention to detail is required to ensure the needs of clients are met. Excellent oral and written communication skills are necessary and an ability to promote and advertise the venues through a variety of platforms. The booking and operations coordinator will need to work within timeframes to allow for appropriate invoicing and coordination of cleaning, waste and other services at the venues.

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:

C Class Driver's Licence is essential.

Ability to perform after hours, public holiday or weekend work to support bookings may be required.

Notes: This is a temporary position available from 01 December 2023 until 30 November 2024 with the possibility of 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: Please supply your current curriculum vitae along with at least two referees and a written response to the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqueline Tudor (02) 6205 3126 Jacqueline.Tudor@act.gov.au

## **Communications and Engagement**

## **Content, Governance and Protocol**

### **Content - Media and Public Relations**

#### **Assistant Director, Content (Media and Public Relations)**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63170)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: Do you have media experience, embrace working in a dynamic environment and enjoy working with a variety of stakeholders?

Do you want to join a dynamic team of communications, engagement, marketing, digital and content specialists who are driving the future of government communications?

*This may be the job for you!*

The Media and Public Relations team is looking for a person with experience dealing with media to join our small team in delivering high quality content and media outcomes for stakeholders, including the Chief Minister's Office. You will work with a variety of teams across the directorate and broader government to deliver proactive and reactive communication projects to the ACT community.

Collaborating within and across teams to develop and distribute high quality content, the successful applicant will: develop and provide well researched, evidence-based content and responses across all communication channels, audiences and stakeholders

collate and strategically prepare information in response to media requests including talking points, training and briefings

liaise effectively with media representatives and a range of internal and external stakeholders

work collaboratively across government with Senior Officers, Executives and Ministers' Offices to proactively improve content provided to our community.

If you work well in a team, are self-motivated and proactively look for solutions to problems, we would love to hear from you.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) 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 and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Relevant tertiary education qualifications and/or demonstrated minimum of three years' experience working professionally in communication, journalism, media and/or public relations.

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. Please note, these positions operate in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Staff are currently working from home, as well as from the office and part-time arrangements may be considered. Please discuss any concerns you may have with the Contact Officer.

How to Apply: If you're interested in this opportunity, please submit a two-page (maximum) pitch addressing the Position Description and how you could make a positive contribution to the media and public relations team in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

Please include an up-to-date curriculum vitae and the names of two referees.

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

Contact Officer: Jacque Bunt (02) 6207 2205 [Jacque.Bunt@act.gov.au](mailto:Jacque.Bunt@act.gov.au)

## **Access Canberra**

### **Licensing and Registration Branch**

#### **Senior Director**

##### **Senior Officer Grade A \$160,541, Canberra (PN: 41143)**

Gazetted: 19 October 2023

Closing Date: 26 October 2023

Details: Access Canberra strives to support Canberra as a safe and liveable city by exercising sound administrative and regulatory decision making. We support the local community by delivering regulatory services that reflect community values and support business, community groups and individuals. We are accountable for our actions and continuously look to improve on how we can do things better.

Inwardly, we look after each other, exercise good wellbeing practices and encourage skills development. We utilise our diverse workforce, innovate with our partners and effectively use data and resources to accomplish business goals. For this current vacancy you will be leading the Access Canberra, Licensing and Registration team who

administer a range of functions including liquor and gaming licences, controlled sports event approvals and registrations, and a broad range of occupational licences and permits.

As a Senior Director you will operate with a high degree of independence and participate in the leadership team of the branch and organisation. You will play a key leadership role within Access Canberra in relation to the teams within your responsibility. You will provide leadership, management and oversight of highly complex regulatory issues and projects, support the functions of regulatory statutory officers by applying sound judgement and adhering to the principles of administrative decision making in a regulatory environment.

Inclusivity: 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.

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:

Please provide:

a two-page pitch demonstrating your suitability for this position based on your skills, knowledge and behaviour in relation to the duties/responsibilities as set out in the position description.

a current curriculum vitae

contact details of at least two referees

Applications should be submitted via the Apply Now button.

Contact Officer: Derise Cubin (02) 6205 3732 [Derise.Cubin@act.gov.au](mailto:Derise.Cubin@act.gov.au)

#### **CMTEDD - Strategic Finance**

##### **Senior Director - Budgeting and Management Reporting**

##### **Senior Officer Grade A \$160,541, Canberra (PN: 12102, several)**

Gazetted: 23 October 2023

Closing Date: 16 November 2023

Details: We are looking for a motivated finance professional who wants to play a pivotal role in shaping the strategic direction of budget management across this large central agency in ACT Government. If you thrive on understanding cost drivers that impact business performance, delivering quality financial advice and guidance to support decision makers and working collaboratively with stakeholders to negotiate budget outcomes, this could be the opportunity you have been waiting for.

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: Tertiary qualification in an accounting/finance discipline and CA ANZ or CPA Australia membership is highly desirable.

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.

Current and former ADF members are encouraged to apply.

How to Apply: Interested candidates are requested to submit a response of no more than two pages addressing the Executive Capabilities, outlining relevant skills and experience, 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.

#### **Digital, Data and Technology Solutions**

##### **Customer Engagement Services Branch**

##### **ICT Embedded Team - CSD**

##### **Cyber Security Analyst**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 48316)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: We are in search of a remarkable Cyber Security Analyst who can ensure security and identify risks for Business Systems Owners. This role falls under the Digital, Data, and Technology Solutions team and involves collaborating with a small, dynamic group to develop solutions that enhance the Community Services Directorate. In this role, you will operate with a degree of autonomy, expected to communicate, negotiate, and coordinate with a diverse range of users, customers, and key stakeholders in the realm of information technology cybersecurity incidents, issues, and services within the DOTS Group. The ideal candidate for this position will be responsible for setting work priorities, shaping work procedures, and adhering to agreed-upon Service Level Objectives while delivering exceptional results.

Eligibility/ Other requirements: You will need to have:

Knowledge of ACT Government Protective Security Policy Framework and Cyber Security Policy (or industry standards), Cloud Service provider security requirements (Microsoft Azure, Microsoft Dynamics 365, Microsoft Power Platform), Software and system architecture, networking and communication protocols, or similar.

Research, planning and deep analytical/auditing skills, including the ability to synthesise information and use critical thinking to provide sound advice.

Demonstrated ability to take initiative and work autonomously, with judgement to prioritise, flag emerging risks and seek guidance where appropriate.

Well-developed liaison skills, including developing and maintaining productive working relationships with team members and stakeholders, to ensure the technical aspects of the business operations support are met.

Please review position description for a comprehensive list for eligibility and requirements.

Note: this is a temporary position available immediately for 12 months with the possibility of permanency. A Merit Pool will be established from the selection process and will be used to fill any further vacancies over the next 12 months. This position will be in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Travel between sites may be required.

The ACTPS offers a collaborative and supportive work environment. We aim to be the most progressive jurisdiction in Australia for hybrid and flexible working. Our team utilises hybrid work arrangements, including home-based and activity-based working predominantly in Gungahlin, the City and Belconnen.

How to apply: Applicants must submit a current curriculum vitae and two-page pitch addressing the Selection Criteria.

Applications should be submitted via the apply now button.

Contact Officer: Liam Mackay (02) 6205 3359 [Liam.Mackay@act.gov.au](mailto:Liam.Mackay@act.gov.au)

## **Strategic Finance**

### **Senior Director, Financial Accounting and Assets**

#### **Senior Officer Grade A \$160,541, Canberra (PN: 14072)**

Gazetted: 24 October 2023

Closing Date: 16 November 2023

Details: We are looking for a finance professional who understands why integrity and transparency in financial reporting is important to generate community confidence in public sector management. If you have an eye for detail, are adept in dealing with accounting issues, are able to work constructively with external advisors including Audit Committees and auditors and understand how to create and harness the full potential of high performing teams, this could be the opportunity you have been waiting for.

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: Tertiary qualification in an accounting/finance discipline and CAANZ or CPA Australia membership is highly desirable.

Note: Selection may be based on application and referee reports only. Current and former ADF members are encouraged to apply. 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: Interested candidates are requested to submit a response of no more than two pages addressing the Executive Capabilities, outlining relevant skills and experience, 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.

Contact Officer: Sally Druhan 0437771979 [Sally.Druhan@act.gov.au](mailto:Sally.Druhan@act.gov.au)

## **Economic, Revenue and Insurance (ERI)**

### **Claims Administration Officer**

#### **Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 48195)**

Gazetted: 24 October 2023

Closing Date: 7 November 2023

Details: Do you have experience in delivering exceptional administrative functions in private or public sector environments? Do you have excellent customer service skills and find you thrive in an exciting, dynamic, and fast-paced environment? Do you have strong interpersonal skills and enjoy a challenge? Then this may well be the perfect job for you.

The ACT Insurance Authority is looking for an enthusiastic, positive, and motivated individual who has a passion for organisation and attention to detail, to assist with achieving positive claims outcomes and broader organisational objectives to join us as a Claims Administration Officer on a permanent basis.

Reporting to the Assistant Director the Claims Administration Officer is responsible for registration of claims, payment of invoices and other general administrative tasks to support the smooth operation of a busy team. We are looking for an individual who excels at exercising attention to detail and demonstrating the ability to meet deadlines, communicating clearly, and working closely with claims officers to achieve shared goals. This role requires an individual who is excited to be a part of a team that values diversity and practices inclusiveness in line with the ACT Public Service values.

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.

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.

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: Interested applicants are requested to submit an application no more than two pages addressing the attached selection documents, a current Curriculum Vitae and contact details for two referees.

Applications should be submitted via the apply now button.

Contact Officer: Cherie Cortes (02) 6207 0723 Cherie.Cortes@act.gov.au

### **Digital, Data and Technology Solutions**

#### **Strategic Business Branch**

#### **Portfolio Delivery Office**

#### **Governance and Assurance Officer**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 49473)**

Gazetted: 24 October 2023

Closing Date: 7 November 2023

Details: The Project Assurance and Governance capability within Portfolio Delivery Office is a service provided for DDTS within the ACT Government. The capability offers best practice project delivery initiatives and compliance via the tracking of project artefacts such as project briefs, proposals and variations through the respective review and approval processes.

The Governance and Assurance Officer will work collaboratively throughout the project life cycle with the Project Delivery Office in the Strategic Business Branch to support reporting requirements and promote positive outcomes for the delivery of ICT projects for the territory. Reporting to the Assistant Director, Portfolio Governance, the Governance and Assurance Officer will be joining a small and diverse team providing guidance to the project management community, technical staff and DDTS customers, and producing and collating artefacts that support the successful delivery of projects.

What you will do

Assist and support in the maintenance of the portfolio reporting dashboard by utilising a good understanding of analytical and research skills.

Regular liaison with project managers and other stakeholders is required for the timely collection of papers and data for input into project reporting.

Maintain documents in the DDTS Knowledge Hub.

Receipt and tracking of project artefacts such as project briefs, proposals and variations through the respective review and approval processes.

Provide reports and dashboards to branch senior managers for issues relating to Project Delivery.

Working as a part of a multi-disciplinary team to effectively deliver portfolio management outcomes.

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 peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

DDTS supports flexible working arrangements, including hours of work (e.g. start and finish times) and locations of work (e.g. working from home).

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: Please submit a current Curriculum Vitae, a two-page pitch addressing the position description and the contact details for two referees.

Applications should be submitted via the apply now button.

Contact Officer: Lisa Haines 0421288446 [lisa.haines@act.gov.au](mailto:lisa.haines@act.gov.au)

## **Policy and Cabinet**

### **Territory Records Office**

#### **Assistant Director, Capability Access and Governance**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 56652)**

Gazetted: 24 October 2023

Closing Date: 7 November 2023

Details: The Assistant Director plays a lead role in communicating the value of information, records and archives, providing strategic advice and influencing practice across the ACT Government and the community, to drive a culture of open government and effective information governance.

The Assistant Director is a member of a small team which provides high level strategic and operational advice on whole-of-government archives and records management issues. As well as having a senior advisory role in the team, this position is particularly focussed on designing and planning the implementation of business initiatives and projects to help build on existing Government and community awareness of, and capabilities to meet, emerging trends in records, archives, and information management, and drive continuous improvement.

We are looking for someone who is a people person who can communicate effectively, strategically lead change, and provide accurate information governance advice. Someone who can work collaboratively, promote and advocate for ideas, facilitate the sharing of skills, and both seek and provide support among stakeholders.

If you have a 'can do' attitude, enjoy thinking innovatively and can deploy your experience, knowledge, and skills to promote, influence and embed good records and information management principles and practices into ACT Government business, then we would love to hear how you could lead, support and shape the Territory Records Office's initiatives and outputs.

You will be a valued member of the team. You will see direct and immediate impacts of the work you do and will have the chance to make long lasting improvements to the ACT public service. As part of the central agency, the Chief Minister, Treasury and Economic Development Directorate, you will exemplify the public sector values of respect, integrity, collaboration, and innovation. 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: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

#### **Professional / Technical Skills and Knowledge**

High-level liaison and communication skills to develop corporate relations, and a proven ability to communicate with influence, provide advice and present accurate information to a variety of stakeholders at differing levels and forums.

Demonstrated ability to think strategically and exercise sound administrative and organisational skills to plan, coordinate and deliver works to a high standard.

Understanding of archives, records and information management practices and issues in a government context.

#### **Behavioural Capabilities**

A commitment to information governance, accountability, and open government principles.

Demonstrated ability to build a culture of improvement and think innovatively to develop solutions to problems and share information.

Demonstrated ability to work collaboratively and create partnerships to achieve results for self, team, and organisation.

Demonstrated leadership ability that models the ACT Public Service Values and Signature Behaviours, builds personal and collective capability, and demonstrates a commitment to work, health and safety (WH&S).

Desirable

Tertiary qualifications in a relevant field.

Compliance Requirements / Qualifications

This position does not require a pre-employment medical.

Driver's licence C Class is not essential.

This position does not require a Working with Vulnerable People Check

Note: This is a temporary position available for a period of up to six months 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 operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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:

Show that you have the capabilities in the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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.

Tell the panel how your abilities, ingenuity, experience, and qualifications make you the best person for this role.

A current Curriculum Vitae detailing your work history, qualifications, and contact details of two referees (including one from your current supervisor).

Applications should be submitted via the apply now button.

Contact Officer: Anita Cairnduff (02) 6207 4985 [Anita.Cairnduff@act.gov.au](mailto:Anita.Cairnduff@act.gov.au)

## **Access Canberra**

### **Fair Trading and Compliance**

#### **Investigations**

##### **Assistant Director**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 33943)**

Gazetted: 25 October 2023

Closing Date: 1 November 2023

Details: Access Canberra is a straight talking, innovative and exciting place to be. As Assistant Director you will have a direct impact on making Canberra a better place to live. You will operate with a high degree of independence and make major contributions to the service delivery and regulatory landscape in the ACT.

Fair Trading and Compliance comprises several units responsible for ensuring legislative compliance relating to consumer protection and regulatory compliance. This branch achieves its objectives through a combination of inspections, compulsory conciliations, investigations, education, compliance action and enforcement. We work collaboratively with other jurisdictions in relation to the Australian Consumer Law to provide positive outcomes for Canberra consumers. The branch also includes teams with a focus on the administration of the Working With Vulnerable People scheme and a focus on the administration of traffic and parking infringement notices.

As part of Access Canberra's multi-faceted approach to compliance, the Investigations team is responsible for pursuing vigorous and effective law enforcement to protect the interests and safety of consumers, and to support fair trading across the ACT. The team adopts a strategic, risk-based and proportionate approach to promote legislative compliance. Legislative schemes within the Investigations regulatory remit include liquor, security, fair trading, gaming and racing, working with vulnerable people, and agents.

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:**

A qualification in a regulatory field would be highly regarded.

Notes: This is a temporary position available immediately for three months. Selection may be based on application and referee checks alone.

How to Apply: Please provide:

a one-page pitch demonstrating your suitability for this position based on your skills, knowledge and behaviour in relation to the duties/responsibilities as set out in the Position Description.

current curriculum vitae.

contact details of at least two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Kanishka Dayaram (02) 6207 9759 Kanishka.Dayaram@act.gov.au

**Policy and Cabinet**

**Cabinet, Assembly and Government Business**

**Coordination and Support Officer**

**Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 50376)**

Gazetted: 24 October 2023

Closing Date: 30 October 2023

Details: The Cabinet, Assembly and Government Business branch has an exciting opportunity at the ASO5 level.

This position is at the forefront of government decision making and supporting the passage of Cabinet and Government Business.

As a member of the Cabinet, Assembly and Government Business you will work with a high functioning branch who willingly support each other in meeting critical operational or project timeframes.

You will also need a curious mind, have the ability to gain a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities and thrive in a team environment.

In this position, you can expect to diverse and exciting opportunities to demonstrate sound administrative, governance and organisational skills and the ability to coordinate and deliver on whole of Government priority projects and tasks. This process driven role requires an excellent attention to detail and the ability to prioritise and adapt where there are competing deadlines.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) 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 and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately 27 November 2023 until 16 January 2024 with a possibility of extension up to six 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. This position is activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply. This position is available to ACT Government officers and employees only.

How to Apply: A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description.

A current curriculum vitae with details of at least two referees.

Applications should be submitted to the contact officer.

**Economic and Financial Group**

**Economic Modelling and Quantitative Analysis**

**Senior Director**

**Senior Officer Grade A \$160,541, Canberra (PN: 57886)**

Gazetted: 23 October 2023

Closing Date: 30 October 2023

Details: An opportunity exists for the position of Senior Director, Economic Modelling and Quantitative Analysis (EMQA) in the Macroeconomics, Modelling and Federal Financial Relations Branch. The Senior Director leads the EMQA team in providing economic analysis and policy advice to Government through the application of economic frameworks and advanced modelling techniques.

Information on the capabilities is included in the attached Position Description. Please connect with the contact officer if you'd like to discuss the opportunity.

Note: This is a temporary position available immediately from 11 November 2023.

Current ACTPS employees only, selection may be based on application and referee reports only.

How to Apply: Interested applicants are requested to submit an EOI of no more than two pages addressing the attached selection documents, a current Curriculum Vitae and contact details of at least one referee to Chris Roberts ([ChrisB.Roberts@act.gov.au](mailto:ChrisB.Roberts@act.gov.au)) by close of business on 3 November 2023

Applications should be submitted to the contact officer.

Contact Officer: ChrisB Roberts (02) 6207 4081 [ChrisB.Roberts@act.gov.au](mailto:ChrisB.Roberts@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](mailto:jobs@act.gov.au)**

#### **Executive Branch Managers**

##### **Temporary Vacancies**

##### **Community Services Directorate**

##### **Position: Various**

##### **(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date circulated: 23 October 2023

Expressions of interest are sought from high performing, collaborative officers. A merit pool will be created from this process and used to fill multiple vacancies in Community Services Directorate (CSD) over the next 9-months. CSD delivers integrated policy advice for the ACT Government and client centred services for the Canberra Community. The Directorate works to support a safe and fair community where Canberrans feel able to reach their full potential and lead fulfilling lives.

It's an exciting time to be working at CSD as we progress organisational wide reform which underpins how we deliver community services in the ACT – such as public housing, child, youth and family support, prevention of domestic violence and multicultural affairs – now and into the future.

If you are ready for a challenging and broad ranging Executive role, which gives back to the community, and will help shape the future of the directorate, we encourage you to apply.

Strong candidates will demonstrate a commitment to collaboration and innovation, demonstrated leadership in successfully delivering legislatively compliant and efficient outcomes, a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

As a key member of the senior leadership team, you will make a significant contribution to:

- delivering significant directorate services for the ACT Government and the Canberra community.
- ensuring the directorate operates efficiently, effectively and in-line with contemporary best-practice.
- supporting staff at all levels to be clear about strategic priorities and to achieve accountable practices.
- fostering a positive, collaborative, and inclusive working culture.

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 \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Provide your curriculum vitae, a two-page pitch aligned with the attached Executive Capabilities that address why you are the best person for this role, plus the contact details for two referees to Maggie Drejer-White via email, [maggie.drejer-white@act.gov.au](mailto:maggie.drejer-white@act.gov.au) by COB Monday 30 October 2023.

Contact Officer: Maggie Drejer-White 0415 659 650 [maggie.drejer-white@act.gov.au](mailto:maggie.drejer-white@act.gov.au)

#### **Executive Group Managers**

##### **Temporary Vacancy**

##### **Community Services Directorate**

##### **Position: Various**

##### **(Remuneration equivalent to Executive Level 2.4)**

Circulated to: ACTPS Senior Executive List

Date circulated: 23 October 2023

Expressions of interest are sought from high performing, collaborative officers. A merit pool will be created from this process and used to fill multiple vacancies in Community Services Directorate (CSD) over the next 12-months. CSD delivers integrated policy advice for the ACT Government and client centred services for the Canberra Community. The Directorate works to support a safe and fair community where Canberrans feel able to reach their full potential and lead fulfilling lives.

It's an exciting time to be working at CSD as we progress organisational wide reform which underpins how we deliver community services in the ACT – such as public housing, child, youth and family support, prevention of domestic violence and multicultural affairs – now and into the future.

If you are ready for a challenging and broad ranging Executive role, that gives back to the community, and will help shape the future of the directorate, we encourage you to apply.

Strong candidates will demonstrate commitment to collaboration and innovation, a proven record in managing complex relationships, financial acumen, and effective leadership toward delivering service excellence.

As a key member of the senior leadership team, you will make a significant contribution to:

- Planning and being accountable for successful delivery of significant directorate services for the ACT Government and the Canberra community.
- ensuring the directorate operates efficiently, effectively and in-line with contemporary best-practice.
- supporting staff at all levels to be clear about strategic priorities and to achieve accountable practices.
- driving a high performing, positive, collaborative, and inclusive working culture.

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 \$358,414 - \$372,778 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$319,205.

To apply: Provide your curriculum vitae, a two-page pitch aligned with the attached Executive Capabilities that address why you are the best person for this role, plus the contact details for two referees to Kirsty Windeyer via email, [Kirsty.Windeyer@act.gov.au](mailto:Kirsty.Windeyer@act.gov.au) by COB Monday 30 October 2023.

Contact Officer: Kirsty Windeyer (02) 6207 6213 [Kirsty.Windeyer@act.gov.au](mailto:Kirsty.Windeyer@act.gov.au)

## **Children, Youth and Families**

### **Child Youth and Protections Services - Practice and Performance**

#### **CYRIS**

#### **CYRIS Administration Support Team Leader**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 11456)**

Gazetted: 25 October 2023

Closing Date: 14 November 2023

Details: Working with Community Services Directorate (CSD) offers you the opportunity to directly contribute to supporting the Canberra Community. Everyday our diverse workforce collaborates and drives client-centred services to assist the community in creating a safe and equitable environment across the ACT.

Child and Youth Protection Services (CYPS) within CSD have the responsibility of supporting children, young people and families requiring a care or justice response. CYPS currently have a vacancy for a Team Leader to join the Child and Youth Record Information System (CYRIS) Administration Support Team.

The CYRIS Administration Support Team Leader role provides support for the effective functioning of CYRIS, from both from the system and business implementation perspectives. Specifically, the Administrative Support Team Leader will be responsible for working as part of a small team of staff working with both internal CYPS stakeholders and external community partners to input data into CYRIS regarding placements, case management compliance documentation and assessment documentation relating to suitability of carers, volunteers and community partner employees.

The ideal candidate has exceptional stakeholder management and service delivery skills and thrives in a fast-paced environment. The ideal candidate has a reputation for fostering a positive work environment, has an enthusiasm for learning and is willing to take on new challenges to support the continual improvement of data quality and the implementation of the Next Steps strategy.

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:

1. Experience and skills in the use of an ICT business system in a Human Services environment

2. Experience in data management
3. Significant experience in development of templates and documents using Microsoft Office products such as Sharepoint, Microsoft Word
4. Relevant tertiary qualifications and/or knowledge and experience working in or with statutory services for children and young people.

5. 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](http://act.gov.au))

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

Merit pool: A merit pool may 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 should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the "What You Require" capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. 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: Tegan Edwards (02) 6207 1118 [Tegan.Edwards@act.gov.au](mailto:Tegan.Edwards@act.gov.au)

## **Communities**

### **Psychologist**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36150)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: The Child Development Service has a vacancy available for a Health Professional (HP) Level 3 Psychologist within the Autism Assessment Service. This is a permanent position. Full-time and part-time applicants will be considered.

The Child Development Service focuses on identifying developmental delays for children 0-6 years and completing autism assessments for children aged up to 12 years.

This position provides services within a community based, multidisciplinary team in the Child Development Service. The position will provide differential assessments for children referred to the Child Development Service with concerns regarding autism spectrum disorder. This is inclusive of developmental assessments, cognitive assessments, and ASD diagnostic assessments.

The HP3 role is focussed on providing a positive and skilled contribution to the multidisciplinary team that supports effective service delivery. The Child Development Service is committed to providing a best practice framework in early intervention services for children at risk of a developmental delay and supports staff in professional development to achieve this.

Individuals will ensure a child centred and family focussed approach is at centre of the work they do and will provide services that are culturally informed, safe and inclusive. They will also facilitate efficient, seamless clinical management by working closely with the multidisciplinary team within the Child Development Service and other areas within the service system.

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:

Psychologist who holds general registration with the Psychology Board of Australia including full registration with AHPRA.

At least 3 years recent experience working with children and their carers or families as a registered Psychologist.

Current Driver's Licence.

Highly Desirable:

Demonstrated experience in a broad range of early intervention clinical service delivery areas within a multidisciplinary team, including recent experience in Autism Spectrum Disorder Assessment.

Note: This position is being re-advertised and previous applicants will need to re-apply and address the current Selection Criteria. 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 written application and referee reports only.

How to Apply: Applicants are required to address the 'What You Require' section of 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 to via the Apply Now button.

Contact Officer: Katherine Parker (02) 6205 1595 Katherine.Parker@act.gov.au

## **Communities**

### **Support Services for Children**

#### **Child Development Service**

##### **Psychologist**

##### **Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 58362)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities.

The Child Development Service has a vacancy available for a Health Professional (HP) level 5 Psychologist within the Autism Assessment Service. This is a permanent position. Full-time and part-time applicants will be considered.

The Child Development Service focuses on identifying developmental delays for children 0-6 years and completes autism assessments for children aged up to 12 years.

This position provides services within a community based, multidisciplinary team in the Child Development Service.

The position will provide differential assessments for children referred to the Child Development Service with concerns regarding autism spectrum disorder. This is inclusive of developmental assessments, cognitive assessments, and ASD diagnostic assessments.

The HP5 role is focussed on providing strong leadership to build an integrated multidisciplinary team that supports effective service delivery. The position will provide leadership to HP3 and HP4 Psychologists within the multidisciplinary team of health professionals and be an integral member of the Child Development Service leadership team. This role will have a key focus on strengthening and embedding psychology into multidisciplinary practice across the Child Development Service including opportunities for innovative responses to community need.

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:

Psychologist who holds general registration with the Psychology Board of Australia including full registration with AHPRA and advanced training and/or experience relevant to the differential diagnosis of autism from a range of neurodevelopmental and behavioural conditions.

AHPRA Board Approved Supervisor with demonstrated experience in providing leadership to a multidisciplinary team or psychology team.

At least five years recent experience working with children and their carers or families as a registered Psychologist.

Demonstrated experience in a broad range of early intervention clinical service delivery areas within a multidisciplinary team, including recent experience in Autism Spectrum Disorder Assessment.

Current driver's licence.

Highly desirable qualifications and experience

Qualification and practice endorsement in clinical psychology, educational/developmental psychology or neuropsychology.

Note: This position is being re-advertised and previous applicants will need to re-apply and address the current selection criteria. 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 written application and referee reports only.

How to Apply: Applicants are required to address the Professional / Technical skills/Knowledge, and Behavioural

Capabilities sections of 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 to via the Apply Now button.

Contact Officer: Katherine Parker (02) 6205 1595 Katherine.Parker@act.gov.au

**Strategic Policy**

**Housing and Inclusive Policy**

**Housing and Inclusive Policy**

**Case Manager, Therapeutic Casework Support**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 63412, several)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: The newly established Therapeutic Casework Support Team will respond to the changes to legislation to raise the minimum age of criminal responsibility. Raising the age provides a unique opportunity to address the harmful behaviours that children and young people display which may have otherwise seen them interact with the criminal justice system and may indicate complex, unmet needs. These needs may arise from trauma, mental health issues, cognitive disabilities, precarious housing, social isolation, family dysfunction and problematic drug or alcohol use. By using a coordinated, therapeutic approach to these behaviours, children and young people will be able to access appropriate and meaningful support.

The Case Manager will report to and work closely with the Team Leader in a small team to undertake assessment, support and case management of children and young people who are engaged with the Therapeutic Support Panel, a multi-disciplinary group of experts that will facilitate support for clients. Together, the casework team and the Panel will work alongside children, young people and their families to develop and implement therapy plans aimed at addressing needs and challenges which may divert a young person from the criminal justice system.

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: Please note, Working with Vulnerable People registration is required.

For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Notes: These are temporary opportunities available immediately until 31 March 2024 with possible extension (not exceeding 6 months in total). Selection may be based on application and referee reports only.

These positions are available to ACT Government officers and employees only.

A merit pool may be established from this selection process to fill similar vacancies over the next 12 months.

How to Apply:

Please respond with a two-page pitch telling us why you're interested in the role and addressing the requirements listed in the position description, along with a current Curriculum Vitae and details of two referees. Successful applicants will be required to provide copies of qualifications.

Applications should be submitted to the contact officer.

Contact Officer: Karlya Parnell (02) 6205 1059 Karlya.Parnell@act.gov.au

**Strategic Policy**

**Housing and Inclusive Policy**

**Housing and Inclusive Policy**

**Team Leader, Therapeutic Casework Support**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 63411)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: The newly established Therapeutic Casework Support Team will respond to the changes to legislation to raise the minimum age of criminal responsibility. Raising the age provides a unique opportunity to address the harmful behaviours that children and young people display which may have otherwise seen them interact with the criminal justice system and may indicate complex, unmet needs. These needs may arise from trauma, mental health issues, cognitive disabilities, precarious housing, social isolation, family dysfunction and problematic drug or alcohol use. By using a coordinated, therapeutic approach to these behaviours, children and young people will be able to access appropriate and meaningful support.

The Team Leader will work closely with the Chair of the Therapeutic Support Panel and manage a small team in assessment, support and case management of children and young people who are engaged with the Panel, a multi-disciplinary group of experts that will facilitate support for clients. Together, the casework team and the Panel will

work alongside children, young people and their families to develop and implement therapy plans aimed at addressing needs and challenges which may divert a young person from the criminal justice system.

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: Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Notes: This position is available to ACT Government officers and employees only. This is a temporary opportunity available immediately until 31 March 2024 with possible extension (not exceeding 6 months in total). Selection may be based on application and referee reports only.

A merit pool may be established from this selection process to fill similar vacancies over the next 12 months.

How to Apply:

Please respond with a two-page pitch telling us why you're interested in the role and addressing the requirements listed in the position description, along with a current Curriculum Vitae and details of two referees. Successful applicants will be required to provide copies of qualifications.

*Applications should be submitted to the contact officer.*

Contact Officer: Karlya Parnell (02) 6205 1059 Karlya.Parnell@act.gov.au

### **Strategic Policy**

#### **Housing and Inclusive Policy**

#### **Housing and Inclusive Policy**

#### **Case Worker, Therapeutic Casework Support**

#### **Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 63414)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: The newly established Therapeutic Casework Support Team will respond to the changes to legislation to raise the minimum age of criminal responsibility. Raising the age provides a unique opportunity to address the harmful behaviours that children and young people display which may have otherwise seen them interact with the criminal justice system and may indicate complex, unmet needs. These needs may arise from trauma, mental health issues, cognitive disabilities, precarious housing, social isolation, family dysfunction and problematic drug or alcohol use. By using a coordinated, therapeutic approach to these behaviours, children and young people will be able to access appropriate and meaningful support.

The Case Worker will report to the Team Leader and, in a small team, undertake assessment, support and case management of children and young people who are engaged with the Therapeutic Support Panel, a multi-disciplinary group of experts that will facilitate support for clients. Together, the casework team and the Panel will work alongside children, young people and their families to develop and implement therapy plans aimed at addressing needs and challenges which may divert a young person from the criminal justice system.

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: Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Notes: This position is available to ACT Government officers and employees only. This is a temporary opportunity available immediately until 31 March 2024 with possible extension (not exceeding 6 months in total). Selection may be based on application and referee reports only.

A merit pool may be established from this selection process to fill similar vacancies over the next 12 months.

How to Apply:

Please respond with a two-page pitch telling us why you're interested in the role and addressing the requirements listed in the position description, along with a current Curriculum Vitae and details of two referees. Successful applicants will be required to provide copies of qualifications.

Applications should be submitted to the contact officer

Contact Officer: Karlya Parnell (02) 6205 1059 Karlya.Parnell@act.gov.au

### **Office of the Director General**

## **Regulation Assurance Quality**

### **Corporate Assurance and Risk Management Unit**

#### **Senior Internal Auditor and Risk Coordinator**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 36544)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: Do you want to contribute to enhancing governance systems and develop a rewarding career in corporate governance? If so, then you may enjoy the challenges that the Corporate Assurance and Risk Management (CARM) Unit offers which includes of working in a fast-paced environment, working to reasonable deadlines all within a supportive and diverse team environment.

As the Senior Internal Audit and Risk Coordinator, you will work in a high performing team operating with impartiality and integrity to execute the Directorate's internal audit program and provide secretariat support to the Audit & Risk Management Committee (ARMC). You will also assist the team to facilitate the implementation of risk management, fraud and corruption, quality assurance and business continuity frameworks across the Directorate. The CARM, as a value adding business unit, regularly looks for ways to improve business operations. Hence you may be able to work on some exciting new projects on regular basis.

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: Desirable, but not essential, qualifications and experience in the following areas would be beneficial:

Related tertiary and/or professional qualifications such as CPA/CA (or study towards)

A background in compliance and or investigations would be beneficial

Notes: A merit pool may be established from this selection process which could be used to fill vacancies over the next 12 months.

How to apply: Please submit no more than a two-page written response addressing why you are best suited for this position and your experience against the duties and selection criteria outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sadib Dowla (02) 6205 2725 Sadib.Dowla@act.gov.au

## **Corporate**

### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 37376)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details The ACT Government Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

We currently have a vacancy within our Corporate Services Division for an ASO 5 Executive Assistant to join the team.

As a CSD employee you will have access to generous remuneration and leave entitlements and a range of flexible working options, including hybrid/remote working. You will also have opportunities to participate in effective learning and development and access to diverse career pathways which will stretch and grow your capability. CSD provides staff with flexible working arrangements, access to a range of varied and interesting roles and training that is tailored to career goals. Staff working in CSD are expected to demonstrate quality customer service, problem solving and teamwork skills, be willing to continuously improve, adapt to change, be outcome focused and accountable for their actions.

Notes: Assessment for the role may be based on applications and referee reports only.

This is a temporary vacancy available immediately for a period of 10 months with possible extension (not exceeding 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.

How to Apply: Applicants should submit a one-to-two-page statement addressing the selection criteria outlined under 'What You Require' within the Position Description, together with a curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Jessica Hanbidge (02) 6207 5858 [Jessica.Hanbidge@act.gov.au](mailto:Jessica.Hanbidge@act.gov.au)

### **Cultural Facilities Corporation**

#### **ACT Galleries, Museums & Heritage**

##### **Visitor Services Supervisor**

##### **Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 9026)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: ACT Galleries, Museums and Heritage is looking for a highly motivated Visitor Services Supervisor to work at Lanyon Homestead, Mugga Mugga Cottage and Calthorpes' House.

This role is part of the Visitor Engagement team and is responsible for supervising the Front of House team and ensuring excellent customer service and visitor experiences through the delivery and supervision of museum tours, learning and public programs, events, retail, venue hire and front of house services to a diverse range of visitors.

The role would suit a practical multi-tasker who enjoys supervising a small team and supporting high-performing staff as well as being involved in a creative, dynamic environment. You will have experience working in a museum or gallery with an understanding of best practice and health and safety issues in customer service and for education and public programs delivery.

In return, we can offer you a friendly, creative inclusive workplace at significant heritage places, the opportunity to contribute to the smooth running of the ACT's most prominent cultural organisation, and close-up exposure to the ACT's cultural heritage.

Eligibility/Other Requirements:

The position is a full-time position located at Lanyon Homestead and includes work at Mugga Mugga Cottage and Calthorpes House.

Experience working in ACT Government would be welcome but not essential.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees

Applications should be submitted via the Apply Now button.

Contact Officer: Louise Black 0479173366 [louise.black@act.gov.au](mailto:louise.black@act.gov.au)

### **Director of Public Prosecutions**

**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](mailto:jobs@act.gov.au)**

#### **ACT DPP**

##### **Legal**

##### **Legal**

##### **Prosecutor Associate - Crown Chambers**

##### **Prosecutor Associate \$76,255 - \$78,591, Canberra (PN: 40044, several)**

Gazetted: 24 October 2023

Closing Date: 7 November 2023

Details: The ACT Director of Public Prosecutions is the independent prosecutions authority of and for the Australian Capital Territory and is seeking to fill the role of Prosecutor Associate Crown Chambers. Under the direction of a Crown Advocate within Crown Chambers, the successful applicant for the position of Prosecutor Associate Crown Chambers will undertake tasks to assist in the preparation of trials, and act as an instructor to counsel in trials in the Supreme Court.

The Office of the Director of Public Prosecutions 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:

Either have completed or be in the final year of a Bachelor of Laws or meet the criteria prior to appointment. The successful applicant will be required to undergo a criminal record check.

Notes: This position requires the right person to work in the office five (5) days per week. A merit pool may be established to fill identical vacancies over the next 12 months.

How to Apply: Please submit a written “pitch” of no more than two pages responding to the capabilities listed under ‘What You Require’ in the Position Description, along with your current curriculum vitae and contact details of at least two referees.

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

Contact Officer: Joel Hiscox (02) 6207 5399 Joel.Hiscox@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](mailto:jobs@act.gov.au)**

#### **Belconnen Network**

##### **Weetangera Primary School**

##### **School Leader C**

##### **School Leader C \$135,383, Canberra (PN: 38263)**

Gazetted: 24 October 2023

Closing Date: 7 November 2023

Details: Weetangera Primary School presents an exciting opportunity for an SLC who is committed to the vision of our school: A place of learning where our students and staff are passionate, connected and successful learners, who have empathy for others and a strong sense of identity, purpose and wellbeing.

Through a future focused learning lens, we are embracing essential shifts of everyday practice, and cultivating self-directed learner agency. We work alongside teachers and model a pedagogical approach that supports success. Collaboration, innovation and enthusiasm are essential to this position.

We seek an innovative and dynamic school leader to join the team at WPS. You will need to demonstrate the following:

An understanding of future focused learning pedagogies, systems and processes critical to the development of a contemporary learning environment.

Ability to foster an inclusive approach to learning, meeting students at their point of need and supporting engagement for all students across the school; P-6.

Knowledge and understanding of the Australian Curriculum.

A commitment to data collection derived from multiple sources that is used to inform pedagogy, strengthen learning practices and improve outcomes.

The ability to establish highly effective relationships with all members of the school community.

The ability to coach and mentor staff and have exemplary teaching practices that support the building of capacity.

Manage the relief phone on rotation.

Eligibility/Other requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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](http://act.gov.au))

How to apply: Applicants should provide a current curriculum vitae, and a written statement in response to the ACT School Leader Capability Framework. Responses should be no more than five pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Cooper (02) 6142 2600 Julie.Cooper@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.

#### **Business Services**

## **School Facilities Management**

### **Capital Upgrades**

#### **Assistant Director, Capital Upgrades**

##### **Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 00172)**

Gazetted: 19 October 2023

Closing Date: 2 November 2023

Details: Reporting to the Senior Director, the Assistant Director, Capital Upgrades is required to provide leadership and promote best practice in the planning and management of the delivery of the public-school Infrastructure Renewal Program within ACT public schools. This includes managing all aspects of the section, for example, use of resources, setting of priorities, implementing administrative processes and exercising financial and other delegations.

The successful applicant will represent the Branch and Directorate in meetings, negotiations and discussions and prepare correspondence with a wide range of internal and external stakeholders, school communities, interest groups and other government agencies. Other duties will include preparation of project progress reports, briefs and responses to Ministerials and other correspondence as required; and to prepare advice and recommendations to the Senior Director on the resolution of issues associated with the section's projects.

Please refer to the position description for a full list of duties and capability criteria.

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:

Possession of a 'white card', Asbestos Awareness Training certificate and Working with Vulnerable Persons Card or willingness to complete the required training.

A current Driver's Licence.

Note: This position works flexibly from 220 London Circuit, Canberra City, from school sites and from home depending on operational requirements.

How to Apply: Applicants should submit a curriculum vitae, a statement addressing the Selection Criteria and the contact details of two referees.

Applications should be submitted using the apply now button

Contact Officer: Richard Hooper (02) 6205 3954 Richard.Hooper@act.gov.au

## **School Improvement**

### **Tuggeranong Network**

#### **Theodore Primary School**

##### **Executive Teacher- Theodore Primary School**

##### **School Leader C \$135,383, Canberra (PN: 18446)**

Gazetted: 19 October 2023

Closing Date: 2 November 2023

Details: Theodore Primary School is seeking a high- performing SLC to join our Executive Team. The successful applicant will actively contribute to the school's improvement journey, with specific responsibility for leading the junior school PLT in the development of data- informed personalised learning programs, with the aim of improving the literacy and numeracy outcomes for all students.

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

How to Apply: Please respond to all five capabilities from the School Leader Capability Framework (maximum of 5 pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Pepper (02)6142 3100 Nathan.Pepper@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**

### **Tuggeranong School Network**

#### **Erindale College**

##### **Building Service Officer**

**Building Service Officer 3 \$75,931 - \$80,136, Canberra (PN: 43008)**

Gazetted: 19 October 2023

Closing Date: 2 November 2023

Details: Erindale College is part of 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. We are seeking a highly motivated person with a broad set of skills to undertake the important role of Building Services Officer.

The successful applicant will maintain college / complex buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade / industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements.

Eligibility/Other requirements:

Evidence of a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to: Access Canberra

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior to commencement. For further information refer to: Access Canberra

Mandatory Crystalline Silica Exposure Training: Evidence of completion of training delivered by a Registered Training Organisation for Crystalline Silica Exposure Prevention is required prior to commencement. For further information refer to: WorkSafe website

Mandatory White Card: Evidence of completion of training delivered by a Registered Training Organisation for Prepare to work safely in the construction industry (White Card) is required prior to commencement. For further information refer to: Access Canberra

A pre-employment medical clearance is required prior to commencement. This assessment is at the cost of the Directorate and not the applicant. If/when a request for registration is in the final stages of completion, contact will be made with the applicant to organise the medical assessment.

How to Apply: Please submit a maximum three-page pitch, addressing the professional/technical and behavioural capabilities set out in the selection criteria and provide a current curriculum vitae, including contact details for 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](mailto:Nigel.Bourke@ed.act.edu.au)

**School Performance and Improvement**

**North and Gungahlin**

**Harrison School**

**Administration Service Office**

**Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 33599)**

Gazetted: 19 October 2023

Closing Date: 26 October 2023

Details: As part of the administration team at Harrison School, the ASO4 Administration Officer will oversee the Student Services branch within the school. The Administration Officer will be required to work independently and collaboratively with all staff across the school. The successful applicant will manage student timetables and develop innovative enrolment systems for use across our school.

The applicant will have strong communication skills, high level customer service as well as a demonstrated ability to work in a team environment and engage with students, parents, carers, and teachers. The successful applicant must be self-driven, solution focused, with an ability to make recommendation for improvement. Applicants will require excellent knowledge of Sentral, Timetabling Solutions as well as other IT platforms. The successful applicant will be required to undertake other administrative duties as directed by the Corporate Manager or Principal. The applicant will be required to apply legislation, policy, procedures, and guidelines in line with the Directorate/ACTPS.

Eligibility/Other requirements:

This position requires a Working with Vulnerable People (WWVP) Registration prior to commencing in this role.

Highly Desirable

Experience using Sentral, Timetabling Solutions and Google and Microsoft suites.

Current First Aid Certificate

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 submit your response of up to three pages addressing each of the Selection Criteria as outlined in the Position Description, together with your current curriculum vitae and the names and contacts of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grace Brassington 0261422200 Grace.Brassington@ed.act.edu.au

### **School Improvement**

#### **South Weston**

#### **Evelyn Scott School**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 60061)**

Gazetted: 19 October 2023

Closing Date: 26 October 2023

Details: Are you a finance professional looking to contribute your expertise to an educational institution?

Evelyn Scott School is in search of a Finance Officer to join our dynamic school support staff team. As a Finance Officer, your role is pivotal to the effective financial management of our school, ensuring compliance with ACT Directorate financial management and legislation. The role requires strong interpersonal skills and ability to work collaboratively with staff, students, families, and the wider school community as well as a considerable degree of independence to manage workflow and prioritisation of tasks.

The successful applicant will require financial expertise and knowledge, strong interpersonal skills, independence and initiative in task management and, proficiency in handling sensitive information

If you're eager to utilise your financial expertise to support positive student outcomes then we look forward to hearing from you.

Eligibility/Other requirements: This position requires a Working with Vulnerable People (WWVP) Registration prior to commencing in this role.

Notes: Orders of merit: 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: We strongly encourage that applicants make contact to discuss the role prior to applying. Please submit a 2-3 page response to the selection criteria, a resume/CV and 2 written referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackie Vaughan (02) 6142 3491 Jackie.Vaughan@ed.act.edu.au

### **System Policy and Reform**

#### **Strategic Policy**

#### **Early Childhood Policy**

#### **Director, Early Childhood Policy**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 38555)**

Gazetted: 20 October 2023

Closing Date: 29 October 2023

Details: Are you a high performing officer looking for your next challenge? Are you excited by reforming early childhood policy to ensure the best outcomes for children? Do you have experience in policy development, exceptional analytical and strategic thinking, and high level written and organisational skills?

The Early Childhood Policy team is looking for a motivated and conscientious individual with skills and experience in policy development to join us immediately until 30 April 2024, with the possibility of permanency.

To be successful in this role you must be able to work cooperatively with others as well as individually with minimal supervision, in a fast paced and at times, pressured environment. You will need expertise in policy development, strong strategic thinking skills, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of stakeholders. This is a great opportunity for someone who is interested in delivering strategic reform that will benefit children in our community.

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](http://act.gov.au))

Preferred: Relevant tertiary qualifications in early childhood, education, or a related field. A minimum 2 years of experience in government administration with a sound understanding of government processes and expectations of senior officer roles."

Notes: This is a temporary position available immediately until 30 April 2024 with the possibility of permanency.

This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW

arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. Our branch is currently working in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit. The successful candidate will be expected to work flexibly across sites. Selection may be based on written application and referee reports only.

How to Apply: Please submit a current curriculum vitae and a maximum three-page application addressing your Knowledge, Skills and Capabilities against the Selection Criteria.

Your curriculum vitae should include the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You may also be asked to provide further referees.

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

### **Safe at Schools**

#### **Positive Behaviour for Learning**

##### **Assistant Director - Positive Behaviour for Learning**

##### **School Leader C \$135,383, Canberra (PN: 36486, several)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: The Positive Behaviour for Learning Team is seeking dynamic and innovative individuals, with demonstrated leadership experience in a school-based setting, to fulfil the role of PBL External Coach. The successful applicant will work within a high achieving team delivering current Education Directorate Future of Education objectives, and:

Within a culture of high performance, collaboration and innovation, provide strategic leadership in the development and delivery of P-12 education initiatives to support the provision of world- class education in ACT public schools including new and emerging resources.

In collaboration with the team, provide expertise and school support in the implementation of various inclusion, disability, wellbeing and behavioural frameworks and programs; such as Positive Behaviour for Learning (PBL), Team Teach, Social and Emotional Learning (SEL) and the prevention of bullying.

Develop and implement a range of system-wide initiatives and state government requirements, to meet the professional learning needs of schools in the areas of inclusion, disability, behaviour, and wellbeing.

Support the planning and implementation of a Multi-Tiered System of Supports in ACT public schools.

#### **Eligibility/Other requirements**

The successful applicant must also have:

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](http://act.gov.au))

Demonstrated recent teaching in a school-based setting.

Demonstrated high level writing and communication skills.

Notes: This is a temporary position available from January 2024 for a period of 12 months with the possibility of extension up to two years. 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 your Curriculum Vitae, statement of claims based on the leadership capabilities – Leading the Management of the School, Developing Self and Others and Leading Improvement, Innovation and Change. As outlined in the application package (maximum three pages) and details of two referees.

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

Contact Officer: Murray Walpole 0490 042 421 [Murray.Walpole@act.gov.au](mailto:Murray.Walpole@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.

### **North Gungahlin School**

#### **Turner School**

##### **School Leader C**

##### **School Leader C \$135,383, Canberra (PN: 03726)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: Turner School is looking for a School Leader C to become part of leading a school culture where leaders, teachers, students, and families, build agency as inquirers and prioritise achievement in learning with a strong focus on:

excelling in literacy and in numeracy

learning how to learn

understanding global connectedness

strengthening positive community wellbeing through Turner's cultural identity.

Eligibility/Other requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

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: Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response.

Conducting some research about the Directorate, the ACT Government and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant. The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively. Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Curriculum Vitae:

Your resume or CV should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

Referees:

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

The selection process:

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

Applications should be submitted via the Apply Now button.

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: Allison Edmonds (02) 6142 2433 [Allison.Edmonds@ed.act.edu.au](mailto:Allison.Edmonds@ed.act.edu.au)

**Education Directorate**

**Turner School**

**Education Directorate**

**Deputy Principal Turner School**

**School Leader B \$157,341, Canberra (PN: 03787)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: Turner School is seeking a School Leader B to be part of a team leading a school culture where leaders, teachers, students, and families, build agency as inquirers and prioritise achievement in learning with a strong focus on:

excelling in literacy and in numeracy

learning how to learn

understanding global connectedness and;

strengthening positive community wellbeing through Turner's cultural identity.

Eligibility/Other requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

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:

Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response. Conducting some research about the Directorate, the ACT Government and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant.

The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively. Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Curriculum Vitae: Your resume or CV should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

Referees:

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

The selection process:

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

Applications should be submitted via the Apply Now button.

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: Allison Edmonds (02) 6142 2433 Allison.Edmonds@ed.act.edu.au

**Business Services**

**Asset Management & Delivery**

**Strategic Infrastructure and Sustainability**

**Senior Director, Strategic Infrastructure and Sustainability  
Infrastructure Officer 5 \$163,315, Canberra (PN: 33443)**

Gazetted: 23 October 2023

Closing Date: 30 October 2023

Details: The Strategic Infrastructure and Sustainability section within the Asset Management and Delivery (AMD) Branch of the Education Directorate (EDU) provides strategic facility and asset management for a large and diverse portfolio of ACT public schools and EDU facilities.

AMD is seeking applications for a Senior Director to manage the Strategic Infrastructure and Sustainability section within AMD. The section develops strategies and policies to ensure that EDU's building and infrastructure assets are constructed and maintained to provide agreed levels of service, at an acceptable level of risk and at the most sustainable cost. It does this through the development and maintenance of the EDU strategic asset management plan and framework and environmental sustainability strategies.

The role requires an experienced manager with an extensive background in strategic asset management within a corporate government environment. The person must be a self-motivated, detail orientated person with strong leadership and people management skills, effective time management skills, and the ability to work under pressure and achieve deadlines. A background in asset or environmental management would be an advantage in this role. Please refer to the position description for a full list of duties and capability criteria.

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:

Possession of a 'white card', Asbestos Awareness Training certificate and Working with Vulnerable Persons Card or willingness to complete the required training.

A current Driver's Licence.

Note: This is a temporary position available immediately until 15 December 2023. Selection may be based on application and referee reports only.

How to Apply: If you are interested in this opportunity, please provide an Expression of Interest including the following information:

a two-page pitch demonstrating your skills and experience for the position.

a current Curriculum Vitae

the name of one referee.

The pitch should address why you are interested in the position and how your skills and experience make you suitable for the position.

Applications should be submitted via the apply now button.

Contact Officer: John Nakkani (02) 6205 1289 [John.Nakkani@act.gov.au](mailto:John.Nakkani@act.gov.au)

**School Performance and Improvement**

**North/Gungahlin**

**Franklin School**

**Business Manager**

**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 54536)**

Gazetted: 19 October 2023

Closing Date: 26 October 2023

Details: Franklin School is in search of a Business Manager to join our school leadership team. In this role, you will be responsible for overseeing the school's business operations and ensuring compliance with relevant legislative requirements set forth by the ACT Education Directorate. The Business Manager holds a pivotal position within our school community and contributes significantly to our ongoing improvement efforts, fostering a safe and positive learning environment that inspires students.

The duties will include offering guidance and support to the principal on school-related business matters, as well as day-to-day and long-term operational strategies to enhance service delivery. You will also lead and manage support and administrative staff, aligning their efforts with our business objectives, establishing priorities, monitoring workflow, and refining school-specific procedures and work practices.

Proficiency in various areas is essential for this role, including strategic planning, financial and facilities management, human resources, communication, stakeholder engagement, procurement, contract administration, as well as compliance, risk management, and governance. Given the dynamic and ever-changing nature of school

environments, the selected applicant must possess the capacity to prioritise and oversee workflows and procedures in accordance with Directorate policy and protocols. Exceptional communication and liaison skills are essential for effective interaction with a diverse range of clients.

If you believe you have the qualifications required for this dynamic leadership role, we eagerly await your application.

**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 -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

**Highly Desirable:**

Qualification or equivalent in Business Administration, Finance or

Experience in a business-related role and financial qualifications and/or relevant experience.

Knowledge of office practices and procedures.

Knowledge of Microsoft Office packages.

First Aid qualification. A First Aid Certificate or a willingness to undertake appropriate training.

Liaison skills with agencies including Anglicare, school hirers, ICW and Property Group

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:** Please submit your response of no more than two pages addressing the Selection Criteria

considering the position overview, together with your curriculum vitae and names of two referees.

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.

Contact Officer: Kate Flynn (02) 6142 1440 [Kate.Flynn@ed.act.edu.au](mailto:Kate.Flynn@ed.act.edu.au)

## **Office for Schools**

### **Belconnen Network**

#### **Latham Primary School**

#### **School Leader C Early Childhood**

**School Leader C \$135,383, Canberra (PN: 19474)**

Gazetted: 24 October 2023

Closing Date: 27 November 2023

Details: Latham Primary School is seeking a collaborative, compassionate and highly dynamic leader to join our school leadership team. This role encompasses leading collaborative teams and managing resources to ensure all students' educational and social outcomes are met within the school's inclusive practices. The successful applicant will have substantial experience in implementing and embedding Professional Learning Communities and whole school evidence-based practices across the school. Deep understanding of the Early Years Learning Framework, National Quality Standards, and the Australian Curriculum, assessment and reporting practices, with a focus on data and formative assessment are a necessity. Development of strong, positive, and productive relationships with staff, students and community is paramount.

**Eligibility/Other requirements:** Early Childhood Qualifications

**How to apply:** Please do not exceed five pages in your written application addressing the five school leadership capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Andrews (02) 6142 0077 [Belinda.Andrews@ed.act.edu.au](mailto:Belinda.Andrews@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.

## **Service Design & Delivery**

### **Director, School Administration System - Support and Transformation**

**Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 43118)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: This is a critical leadership position responsible for leading and directing a team with oversight and prioritisation of digital enhancement projects and system support. This position will act as a trusted partner, representing the internal customer's digital and technology needs within the Directorate. Furthermore, it will be actively involved in every aspect of the Directorate's digital transformation delivery programme.

You will engage with Directors, corporate senior leaders, service managers, and external stakeholders, ensuring their intricate needs are understood, prioritised, and integrated into the Directorate's plans. The progress of these plans will be communicated consistently throughout the delivery process.

Confidence in the digital transformation realm is essential, and familiarity with educational settings is a plus. You will drive a positive impact on the business by enhancing the efficiency and utilisation of digital tools, gaining a deep understanding of users' needs, and championing the Directorate's dedication to continual improvement. The ideal candidate will take ownership of issues, showcasing the ability to perceive broader business issues, events, and activities, and understand their wider implications and long-term impact on the education sector.

Eligibility/Other requirements:

Mandatory Requirements

Permanent resident of Australia.

Working With Vulnerable People check.

Highly Desirable

Demonstrated high level project management, time management and prioritisation skills.

Experience coordinating human resources and financial responsibilities.

Qualifications in IT, education, or a related field.

Extensive experience in managing ICT and business applications in an education setting will be highly regarded.

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

How to Apply: Please submit a response to the Selection Criteria (maximum two pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Taymore Tabbah (02) 6207 5896 [Taymore.Tabbah@act.gov.au](mailto:Taymore.Tabbah@act.gov.au)

#### **Assistant Director - Strategic Procurement**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 07240)**

Gazetted: 23 October 2023

Closing Date: 24 October 2023

Details: This is a critical leadership position responsible for leading and directing a team with oversight and prioritisation of digital enhancement projects and system support. This position will act as a trusted partner, representing the internal customer's digital and technology needs within the Directorate. Furthermore, it will be actively involved in every aspect of the Directorate's digital transformation delivery programme.

You will engage with Directors, corporate senior leaders, service managers, and external stakeholders, ensuring their intricate needs are understood, prioritised, and integrated into the Directorate's plans. The progress of these plans will be communicated consistently throughout the delivery process.

Confidence in the digital transformation realm is essential, and familiarity with educational settings is a plus. You will drive a positive impact on the business by enhancing the efficiency and utilisation of digital tools, gaining a deep understanding of users' needs, and championing the Directorate's dedication to continual improvement. The ideal candidate will take ownership of issues, showcasing the ability to perceive broader business issues, events, and activities, and understand their wider implications and long-term impact on the education sector.

Eligibility/Other requirements:

Mandatory Requirements

Permanent resident of Australia.

Working With Vulnerable People check.

Highly Desirable

Demonstrated high level project management, time management and prioritisation skills.

Experience coordinating human resources and financial responsibilities.

Qualifications in IT, education, or a related field.

Extensive experience in managing ICT and business applications in an education setting will be highly regarded.

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

How to Apply: Please submit a response to the Selection Criteria (maximum two pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Taymore Tabbah (02) 6207 5896 Taymore.Tabbah@act.gov.au

### **School Performance and Improvement**

#### **North and Gungahlin Network**

##### **Harrison School**

##### **Administration Service Office**

##### **Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 37012)**

Gazetted: 24 October 2023

Closing Date: 31 October 2023

Details: As part of the administration team at Harrison School, the ASO3 Administration Officer will oversee and manage the excursions and incursions held within the school. The Administration Officer will be required to work independently and collaboratively with all staff across the school. The successful applicant will manage the excursions process from start to the finish and implement streamlined systems and processes to support this work across our large school. The successful applicant will be required to undertake other administrative duties as directed by the Corporate Manager or Principal.

The applicant will have strong communication skills, high level customer service as well as a demonstrated ability to work in a team environment and engage with students, parents, carers, and teachers. The successful applicant must be self-driven, solution focused, with an ability to make recommendation for improvement. Applicants will require excellent knowledge of Sentral, as well as other IT platforms. The applicant will be required to apply legislation, policy, procedures, and guidelines in line with the Directorate/ACTPS.

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:

Compliance Requirements / Qualifications

This position requires a Working with Vulnerable People (WWVP) Registration prior to commencing in this role.

Highly Desirable

Experience using Sentral, Google and Microsoft suites.

Current First Aid Certificate

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: Please submit your response of up to three pages addressing each of the Selection Criteria as outlined in the Position Description, together with your current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Grace Brassington 0261422200 Grace.Brassington@ed.act.edu.au

### **School Performance and Improvement**

#### **North and Gungahlin Network**

##### **North Gungahlin High School**

##### **Principal, North Gungahlin High School**

##### **School Leader A 2 \$193,212, Canberra (PN: 58967)**

Gazetted: 24 October 2023

Closing Date: 6 November 2023

Details: North Gungahlin High School is located in the Gungahlin district of Canberra and will open in 2025. The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff. The new school will provide high quality contemporary indoor and outdoor learning environments. These inclusive facilities will support students with a diverse range of learning and social needs.

The school will offer facilities for community use outside of school hours including a double, covered hard courts suitable for basketball and netball and the oval can be used for soccer, rugby games. The Performing Arts Hall may also be available for community use. Consistent with the government's commitment to act on climate change, the school will have zero emissions in its operations and include approximately 100kw of solar power generation.

North Gungahlin High School will offer a modern, dynamic learning and teaching environment. The appointed Principal will manage operational and strategic improvements to take advantage of the new building and drive innovation to create learning spaces for students and teachers to thrive in.

The school will implement the Australian Curriculum and the specialist programs to be offered will be determined as part of the planning and induction process.

**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](http://act.gov.au))

**How to Apply:** Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted to via the Apply Now button.

Contact Officer: Stephen Gwilliam (02) 62058219 [EDU.DSIOffice@act.gov.au](mailto:EDU.DSIOffice@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.

### **School Performance and Improvement**

#### **Tuggeranong School Network**

#### **Erindale College**

#### **Industrial Arts Assistant**

#### **School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 63461)**

Gazetted: 25 October 2023

Closing Date: 8 November 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.

We are seeking a highly motivated person to undertake the dynamic role of the Technology Assistant within our Technology and Creative Arts Academy.

The successful applicant will provide procedural and safety support to teachers in regard to the implementation of educational programs. The successful applicant will take responsibility for the ordering, storage, accurate preparation and cleaning of supplies and equipment used in the college metal and wood technology areas. The role is offered as full time.

**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.

**Highly Desirable**

Certificate III or equivalent or relevant Trade qualification e.g. Automotive Mechanical Technology, Cabinet Making, Carpentry, Engineering, Furniture Making, Joinery.

**Desirable**

First Aid Certificate or a willingness to undertake appropriate training.

Warden Training or a willingness to undertake appropriate training.

**Notes:** This is a temporary position available immediately for six months with the possibility of permanency.

**How to Apply:** Please submit a maximum two-page pitch, addressing the professional/technical and behavioural capabilities set out in the position description and provide a current curriculum vitae, including contact details for 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](mailto:Nigel.Bourke@ed.act.edu.au)

### **School Improvement**

#### **North Canberra / Gungahlin**

#### **Harrison School**

#### **Corporate Manager**

**Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 54186)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: Are you a strategic leader ready to make a significant impact in the educational sector? Harrison School is currently seeking a dedicated Corporate Manager to join our esteemed senior leadership team.

As the Corporate Manager, you will play a pivotal role in driving the operational success of our school's business, ultimately benefiting our school community. Your responsibilities will encompass providing objective guidance, shaping strategic direction, and instilling a culture of continuous improvement to enhance overall school outcomes. We are seeking an individual with expertise and a proven experience in the following key areas:

Strategic Management

Human Resources

Financial Management

Facilities Management

Communication and stakeholder engagement

Procurement and contract management

Compliance, risk, and governance

The Corporate Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn.

If you are ready to take on this challenging and rewarding role, then we look forward to meeting you.

Eligibility/Other requirements:

This position requires:

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](http://act.gov.au))

Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this 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.

How to apply: Please submit an application addressing the selection criteria (no more than three pages), a curriculum vitae and contact details for two referees.

All applicants are encouraged to call the contact officer to discuss this role prior to submitting their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Benjamin Davies (02) 6142 2200 [Benjamin.Davies@ed.act.edu.au](mailto:Benjamin.Davies@ed.act.edu.au)

**Director-General's Office**

**Business Manager, Director-General's Office**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 43990)**

Gazetted: 25 October 2023

Closing Date: 15 November 2023

Details: The Business Manager will provide high level administrative and coordination support in the Director-General's Office. The BM will provide timely, accurate and effective senior executive support to the DG and lead coordination and management of work programs led by the DG Office.

The DG Office operates in a fast pace and busy environment and the BM will need to manage workload based on shifting priorities within challenging timelines to ensure that the DGO operations is run effectively and efficiently.

The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

Eligibility/ Other requirements:

Professional and Technical Skills, and Knowledge

Proven high level verbal and written communication, presentation, and negotiation skills to lead an environment driven by customer service and teamwork, including the ability to prepare reports and executive briefings.

Demonstrated experience in providing high-level administrative senior executive support within a government context.

Sound knowledge and understanding of government business such a ministerial and cabinet functions and requirements including experience in system reporting and coordination.

Excellent organisational skills and attention to detail with the ability to organise tight timelines, prioritise workloads, manage competing priorities, and work with minimal supervision to meet deadlines. Well-developed proficiency in the Microsoft Suite of applications, HPE (TRIM) and/or records management system or the ability to learn these quickly.

Demonstrated knowledge and understanding of public service agency operations, and business processes as related to government initiatives, policies and procedures, including financial management.

**Behavioural Capabilities**

Exercise discretion and mature judgment in all interactions with stakeholders and staff.

Demonstrated self-management skills including the ability to take initiative, solve problems and work under limited direction.

Ability to cultivate productive working relationships, foster collaboration and teamwork across the organisation, promote excellence and skills development, and resolve conflict.

Demonstrates a commitment to Work, Health and Safety (WHS) and displays behaviour consistent with the ACT Public Service

Note: This is a temporary position available immediately for up to 12 months.

How to Apply: Please prepare a two-page pitch outlining your skills, experience and suitability, including responses to the below questions, in line with the attached position description and a current Curriculum Vitae.

Applications should be submitted via the apply now button.

Contact Officer: CaitlinS Murray (02) 6205 2360 CaitlinS.Murray@act.gov.au

**Belconnen Network**

**Belconnen High School**

**School Leader C - Science**

**School Leader C \$135,383, Canberra (PN: 03678)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: Belconnen High School is a secondary school (Yr 7-10) with approximately 600 enrolments; situated in the suburb of Hawker. The school, in partnership with the school community, focuses on ensuring all students learn in an environment that promotes excellence, celebrates success, nurtures wellbeing and provides for all students ongoing academic needs. We successfully provide students with the skills and values that will prepare them for the challenges and responsibilities of adult citizenship. Working with cultural integrity and providing a school that is culturally safe for our first nations' students and community members is central to how we see ourselves.

We are seeking a dynamic and motivated school leader. The successful applicant will be an instructional leader who builds strong, respectful and productive relationships with all members of the school community and provides strategic leadership and coaching and mentoring support to implement school programs and initiatives. The successful will require the following specific skills due to current priorities:

Demonstrated ability to lead the rigorous implementation and quality assurance of the Australian Curriculum  
Proven expertise as an instructional leader incorporating deep knowledge of the relevant KLA, comprehensive pedagogically relevant strategies and the capability to engender these across all classroom experiences offered by teachers in your faculty.

Capacity to lead a whole school responsibility commensurate with the applicant's skills and developmental priorities.

**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 should submit a current curriculum vitae (no more than two pages) along with a statement addressing the leadership capabilities (no more than one page per capability).

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

Contact Officer: John Alston-Campbell (02) 6142 1690 John.Alston-Campbell@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  
North Canberra/ Gungahlin School Network  
Ngunnawal Primary School  
Library Technician**

**School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 45172)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: JOB OVERVIEW

Ngunnawal Primary School is a P-6 school in the Gungahlin area with an enrolment of approximately 750 students. Our vision is for Ngunnawal Primary School to be an inclusive learning community with high expectations for growth and achievement for all students. Our mission is to empower resilient learners who are self-managers and problem solvers through a dynamic educational environment. The school is driven by a deep belief that every student is capable of successful learning. The successful applicant will support the efficient operation of the library and delivery of library services including information technology equipment to teaching staff and students.

**YOUR LEVEL OF RESPONSIBILITY/DIRECTION AND SUPERVISION**

The Library Assistant will work closely with and receive direction from the Teacher Librarian and/or other teaching staff.

**Work Level Standards – School Assistant 3**

Work at this level is usually performed under general supervision and direction from the supervisor/teacher. School Assistant 3s will generally undertake activities of moderate complexity, although some tasks may have elements of higher complexity or difficulty.

School Assistants at this level are expected to exercise independence in performance of tasks and are accountable for organising their workflow and making decisions within a defined area of responsibility, under the direction of the supervisor/teacher.

School Assistants at this level may exercise some discretion with respect to how legislation, procedures and guidelines are interpreted and applied.

An applicant should be able to apply techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning or relevant qualification.

For further information refer to the Education and Training Directorate Work Level Standards – School Assistant 3.

Eligibility/ Other requirements:

**MANDATORY**

Must have current ACT Working with Vulnerable People (WWVP) Registration

**HIGHLY DESIRABLE**

First Aid Certificate or a willingness to undertake appropriate training.

Diploma of Library and Information Services Accreditation

How to Apply: How to apply – Applicants need to submit their application via this link including:

Supporting statement addressing the relevant skills and abilities listed below,

Current CV and

Name and contact details for two referees.

**RELEVANT KNOWLEDGE**

Knowledge of library practices and procedures and automated resource management systems.

**RELEVANT SKILLS AND ABILITIES**

Ability to interact with, establish and maintain respectful relationships with and provide positive guidance to children.

Organisational skills including the ability to organise own work, set priorities and meet deadlines.

Proven written and oral communication and liaison skills; ability to communicate effectively with staff, students, and parents/carers.

Proven interpersonal skills including cultural competence, inclusivity, and respect.

Proven capacity to work as part of a team; ability to use own initiative and to work independently when necessary.

Administrative skills including keyboard skills and the ability to operate a variety of computer programs, databases, and records management systems.

Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

Applications should be submitted via the apply now button.

Contact Officer: Emma Davidson (02) 6142 1500 Emma.Davidson@ed.act.edu.au

**Belconnen Network**

**Belconnen High School**

**School Leader C - History and Social Sciences**

**School Leader C \$135,383, Canberra (PN: 31892)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: Belconnen High School is a secondary school (Yr 7-10) with approximately 600 enrolments; situated in the suburb of Hawker. The school, in partnership with the school community, focuses on ensuring all students learn in an environment that promotes excellence, celebrates success, nurtures wellbeing and provides for all students ongoing academic needs. We successfully provide students with the skills and values that will prepare them for the challenges and responsibilities of adult citizenship. Working with cultural integrity and providing a school that is culturally safe for our first nations' students and community members is central to how we see ourselves.

We are seeking a dynamic and motivated school leader. The successful applicant will be an instructional leader who builds strong, respectful and productive relationships with all members of the school community and provides strategic leadership and coaching and mentoring support to implement school programs and initiatives. The successful will require the following specific skills due to current priorities:

Demonstrated ability to lead the rigorous implementation and quality assurance of the Australian Curriculum

Proven expertise as an instructional leader incorporating deep knowledge of the relevant KLA, comprehensive pedagogically relevant strategies and the capability to engender these across all classroom experiences offered by teachers in your faculty.

Capacity to lead a whole school responsibility commensurate with the applicant's skills and developmental priorities.

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](http://act.gov.au))

How to Apply: Applicants should submit a current curriculum vitae (no more than two pages) along with a statement addressing the leadership capabilities (no more than one page per capability).

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

How to Apply: For further information, please visit [www.jobs.act.gov.au](http://www.jobs.act.gov.au)

Contact Officer: John Alston-Campbell (02) 6142 1690 [John.Alston-Campbell@ed.act.edu.au](mailto:John.Alston-Campbell@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.

**Belconnen Network**

**Belconnen High School**

**School Leader C - Student Services**

**School Leader C \$135,383, Canberra (PN: 02568)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: Belconnen High School is a secondary school (Yr 7-10) with approximately 600 enrolments; situated in the suburb of Hawker. The school, in partnership with the school community, focuses on ensuring all students learn in an environment that promotes excellence, celebrates success, nurtures wellbeing and provides for all students ongoing academic needs. We successfully provide students with the skills and values that will prepare them for the challenges and responsibilities of adult citizenship. Working with cultural integrity and providing a school that is culturally safe for our first nations' students and community members is central to how we see ourselves.

We are seeking a dynamic and motivated school leader. The successful applicant will be an instructional leader who builds strong, respectful and productive relationships with all members of the school community and provides strategic leadership and coaching and mentoring support to implement school programs and initiatives. They will require the following specific skills due to current school priorities:

Demonstrated success in leading the development and delivery of a universal wellbeing program for all students appropriate to this stage of development (Years 7 - 10)

Proficiency in the review, improvement and sustained implementation of internal policies and procedures to ensure a safe school and a positive learning culture

Expertise in the application of tiered behaviour response models (eg PBL, RTI) to early and late adolescent stages of development

Capacity to support staff to provide individualised learning plans programs and programs for students with complex backgrounds and needs

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](http://act.gov.au))

How to Apply: Applicants should submit a current curriculum vitae (no more than two pages) along with a statement addressing the leadership capabilities (no more than one page per capability).

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

Contact Officer: John Alston-Campbell (02) 6205 6844 [John.Alston-Campbell@ed.act.edu.au](mailto:John.Alston-Campbell@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 Improvement**

### **Tuggeranong**

#### **Fadden Primary School**

##### **Business Manager**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 50715)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: Fadden Primary School is in search of a Business Manager to join our school leadership team. In this role, you will be responsible for overseeing the school's business operations, including all finance activities, and ensuring compliance with relevant legislative requirements set forth by the ACT Education Directorate. The Business Manager holds a pivotal position within our school community and contributes significantly to our ongoing improvement efforts, fostering a safe and positive learning environment that inspires students. The duties will include offering guidance and support to the principal on school-related business and finance matters, as well as day-to-day and long-term operational strategies to enhance service delivery. You will also lead and manage support and administrative staff, aligning their efforts with our business objectives, establishing priorities, monitoring workflow, and refining school-specific procedures and work practices.

Proficiency in various areas is essential for this role, including strategic planning, financial and facilities management, human resources, communication, stakeholder engagement, procurement, contract administration, as well as compliance, risk management, and governance. Given the dynamic and ever-changing nature of school environments, the selected applicant must possess the capacity to prioritise and oversee workflows and procedures in accordance with Directorate policy and protocols. Exceptional communication and liaison skills are essential for effective interaction with a diverse range of clients.

If you believe you have the qualifications required for this dynamic leadership role, we eagerly await your application.

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 -[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available immediately until 15 April 2024 with the possibility of extension up to six 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. This position is available to ACT Government officers and employees only.

How to apply: Applicants to email their application, addressing the selection criteria along one referee report, to the contact officer.

Applications should be submitted to the contact officer.

## **School Performance and Improvement**

### **North Gungahlin**

#### **Throsby School**

##### **Business Manager**

##### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 52635)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: Throsby School is looking for an innovative Business Manager to join the school leadership team. A large site, the modern facilities require an innovative person to manage the facilities with the appointed Building Services Officer.

The successful applicant will be a crucial member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include financial management; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and create business development plans to assist the school in delivering its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the principal to minimise risks, meet compliance requirements, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and setting up protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy 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. Responsibility for leading, mentoring and managing the education support staff of the school also falls within the expectations of this role. Our values Inclusive, Connected and Curious are central to everything we do.

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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)  
Desirable: A First Aid Certificate or a willingness to undertake appropriate training. Experience in a business-related role. Financial qualification or relevant experience.

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

##### **How to Apply:**

Please submit your response of no more than three pages addressing the Selection Criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities) as detailed in the position description, 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.

Contact Officer: Annamaria Zuffo (02) 6142 2880 [Annamaria.Zuffo@ed.act.edu.au](mailto:Annamaria.Zuffo@ed.act.edu.au)

## **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](mailto:jobs@act.gov.au)**

## **Corporate Services and Operations**

### **People and Capability Branch**

#### **Workplace Relations and Safety and Wellbeing**

##### **Senior Director, Workplace Relations & Safety and Wellbeing**

##### **Senior Officer Grade A \$160,541, Canberra (PN: 46323)**

Gazetted: 24 October 2023

Closing Date: 31 October 2023

Details: Are you a seasoned HR practitioner looking for an exciting opportunity to make a difference? The People and Capability Branch within EPSDD is seeking applications from flexible, agile and pragmatic HR practitioners who have a passion for embedding strategies that enhance, integrity, respect, safety, agility, wellbeing all the while ensuring sound administrative decision making.

The Senior Director, Workplace Relations, Safety and Wellbeing is a crucial leadership role, leading and managing teams in facilitating workplace relations and delivering WHS programs in line with our Safety & Wellbeing Strategy. To be successful in this role, you will have broad experience in areas such as workplace relations, enterprise bargaining, union consultation, WHS and Wellbeing. In this role you will drive strategic planning and its incorporation into team priorities and workloads. You will need to have a strong focus, on exceptional communication and influencing skills, and an ability to adapt to the needs of our diverse clients. Within the Branch we pride ourselves on continuous learning and are seeking a leader who can inspire, energise and positively influence team and individual outcomes.

EPSDD has recently launched the Strategic Plan 2022-25 which will provide you further insights of the diversity within our Directorate and the public value we provide the community. The Territory government is an employer offering flexible work arrangements.

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.

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. EPSDD is an activity-based working organisation and supports hybrid work practices, which provides an opportunity for employees to spend some periods of time working at ACT Government Offices and from your home location throughout the week.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the selection criteria and a current curriculum vitae.

Applications should be submitted via the apply now button.

Contact Officer: Jaime Elton (02) 6207 9151 [Jaime.Elton@act.gov.au](mailto:Jaime.Elton@act.gov.au)

#### **Suburban Land Agency**

#### **Governance & Corporate Services**

#### **Project Management Office**

#### **Assistant Director, Project Management Office**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 50335)**

Gazetted: 23 October 2023

Closing Date: 30 October 2023

Details: The Project Management Office works collaboratively with key delivery areas to develop frameworks, tools and guidance material to facilitate standardisation and continuous improvement of project management and procurement within the SLA.

We are responsible for:

- developing and maintaining the SLA's project management and procurement frameworks;

- providing support and advice to staff who are managing projects;

- procurement induction for new starters;

- advice and assistance with sourcing options analysis, procurement planning and contract management;

- procurement policy guidance; and

- training and guidance on using Whole of Government procurement systems.

Eligibility/Other requirements: Relevant tertiary qualification or over 5 years' experience in a similar procurement and/or project management role is highly desirable.

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

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.

ABW: 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.

This position is available to ACT Government officers and employees only.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than 2 A4 pages outlining your skills and experience relevant to the

role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided. The Successful candidate may be based off written application and referee checks only.

Applications should be submitted to the contact officer.

Contact Officer: Eshan Ahuja (02) 6207 4167 Eshan.Ahuja@act.gov.au

**Suburban Land Agency**

**Built Form and Divestment**

**Housing Choice**

**Assistant Director, Housing Choice**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 53884)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: Passionate about housing choice and affordability? Interested in delivering housing opportunities for the Canberra community?

We are looking for an enthusiastic and organised person to join us in the Suburban Land Agency's Housing Choice team. You will be responsible for working with a small group of passionate colleagues to research, design and implement housing choice initiatives. We are looking for candidates who can be flexible and adapt to changing priorities, with high quality written and oral communication skills. You should be able to manage multiple streams of work as part of a small team, as well as work with colleagues across our organisation and external stakeholders. You should have knowledge of housing markets and housing affordability, preferably in the ACT, with a background in housing policy or programs. This is an exciting opportunity to work in a dynamic environment and deliver housing solutions that make a real difference to the lives of Canberrans.

Please review the attached position description for details of the duties and responsibilities for this role.

Note:

This is a temporary position available immediately from 12 December 2023 up until 30 June 2026 with the possibility of 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

a response of no more than 2 pages addressing the Professional/Technical Skills and the Behavioural Capabilities outlined in the attached Position Description, that tells the Selection Committee how your skills and experience give you the capacity to perform this role and why you are the best person for the job.

a current Curriculum Vitae including details of your work history.

contact details of at least two referees

Applications should be submitted via the apply now button.

Contact Officer: Mark Emerson (02) 6205 2243 Mark.Emerson@act.gov.au

**Environment, Heritage and Water**

**Office of Water**

**Water Policy and Planning Section**

**Director, Water Trade**

**Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 51837)**

Gazetted: 23 October 2023

Closing Date: 26 October 2023

Details: The Office of Water (EPSDD) is seeking applications from an experienced professional to join our team in the Office of Water. The ideal candidate must have exceptional skills in policy and government processes and ability to lead a team working in a fast-paced environment with competing priorities and tight deadlines.

The role requires collaboration with colleagues across government to develop water policy and program to deliver secure and high-quality water resources to meet the future needs of the Canberra community. We require a positive person with well-developed communication skills and with experience preparing formal written documentation for Government.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension up to less than 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 Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit a written application of **no more than two pages**, addressing the Selection Criteria, 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: Ryan Breen (02) 6207 8268 [ryan.breen@act.gov.au](mailto:ryan.breen@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](mailto:jobs@act.gov.au)**

#### **ACT Human Rights Commission**

##### **Discrimination, Health Services, Disability and Community Services Commissioner**

##### **Senior Investigator & Conciliator**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 44054, Several)**

Gazetted: 25 October 2023

Closing Date: 15 November 2023

Details: The Discrimination, Health Services and Disability and Community Services Commissioner is seeking experienced, highly motivated, proactive people to join the complaints team in the role of Senior Investigator and Conciliator.

The complaints team form part of the ACT Human Rights Commission – we are an independent agency established by the Human Rights Commission Act 2005. The role of the ACT Human Rights Commission is to:

Handle complaints in relation to health, disability and community services, abuse of vulnerable people and complaints under discrimination law.

Increase awareness of the rights and responsibilities of service users and service providers and encourage service improvement.

Provide advice to government and others regarding their human rights obligations.

Advocate for children, young people and adults experiencing vulnerability.

Advocate for and support victims of crime

The Senior Investigator and Conciliator will manage a caseload of complex complaints across multiple jurisdictions including, discrimination, health services, services for older people, services for children and young people, disability services, retirement villages, elder abuse, abuse, neglect, or exploitation of a person with a disability and older people, services for victims of crime, occupancy disputes and sexuality and gender identity conversion practices. In addition to the investigation and conciliation (alternative dispute resolution) of complaints the role also includes undertaking legal research, policy and project work and community education.

The successful applicant will have a good knowledge, or capacity to quickly gain a good knowledge, of the functions of the ACT Human Rights Commission and a strong understanding of a statutory complaint handling function. The applicant should have highly developed communication skills and a demonstrated ability to be proactive, flexible and to manage competing priorities. Managing complaints within tight timelines, the position requires the ability to use sound judgment, problem-solve and to work directly with the ACT community members.

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:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804position](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804position).

Relevant tertiary qualifications in law or health are highly desirable.

Qualifications and experience in statutory investigation are desirable.

Qualifications and experience in conciliation/alternative dispute resolution are desirable.

Note: There are several positions available - permanent and temporary with possibility of permanency. Selection may be based on application and referee reports only. A merit list may be created.

How to apply: Create a maximum two-page pitch that tells the selection panel about your ability to perform the duties (knowledge, experience, skills, behaviour) and why you are the best person for this role.

The pitch should demonstrate your capacity to perform the duties and responsibilities detailed in “What You Require” section of the position description and include examples of how you have done this in the past.

Please also submit a copy of your curriculum vitae and details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Alison Murley (02) 6205 4102 Alison.Murley@act.gov.au

## **Legislation, Policy and Programs**

### **Criminal Law Group**

#### **Senior Director**

#### **Senior Officer Grade A \$160,541, Canberra (PN: 60104)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: Do you thrive working in a fast-paced, dynamic environment?

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

principles of criminal responsibility, such as the minimum age of criminal responsibility

the construction and framing of offences in ACT legislation; and

counterterrorism

It advises and supports the Attorney-General, Minister for Police and Emergency Services, and Minister for Human Rights in relation to related portfolio responsibilities. This currently includes delivery of a legislation program to give effect to commitments of the ACT Government in its Parliamentary and Governing Agreement. These commitments include raising the minimum age of criminal responsibility and sexual offence law reform.

The Senior Director is one of the three Senior Directors who lead the Criminal Law and Royal Commission Branch.

The Senior Director will be an experienced legal policy officer, with a strong legal background and excellent leadership skills, including the ability to lead the development of significant criminal law reforms. The Senior Director will be responsible for the leadership of a small team, working with key justice sector and community stakeholders, to deliver the legislative reform priorities of the Attorney-General and Minister for Police and Emergency Services and other legislative priorities of the ACT 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other requirements: Relevant tertiary qualifications in law or a related field are highly desirable but not essential to this role.

Note: This is a temporary position available for up to 12 months with a possibility of 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.

How to apply: Interested applicants should submit a supporting statement of no more than three pages outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities found in the position description; and a current curriculum vitae which includes the name and contact details of two referees.

Applications should be submitted via the apply now button.

Contact Officer: Daniel Ng (02) 6207 0674 Daniel.Ng@act.gov.au

**ACT Corrective Services**

**Custodial Operations**

**Court Transport Unit**

**Director, Court Transport Unit**

**Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 46955)**

Gazetted: 24 October 2023

Closing Date: 7 November 2023

Details: A career opportunity has arisen within ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Director of Court Transport Unit (SOGB).

The Court Transport Unit (CTU) is an extremely dynamic unit exhibiting a high degree of professionalism in a very visible role, building strong relationships with a range of stakeholders and maintaining public safety.

As the Director of CTU you will be responsible for providing effective leadership, management and oversight of CTU operations, contributing to a positive and innovative organisational culture and the development of initiatives to implement change within the workplace. You will be accountable for the integrity of all systems, processes and staff within the CTU and maintain oversight of Work Health and Safety processes and systems. You will also be working directly with offenders and detainees.

In addition, you will build and maintain stakeholder relationships to ensure the CTU remains responsive to an environment of change. You will create an environment which ensures the effective delivery of services, developing policy and processes and ensuring these are adhered to.

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

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. In addition, reasonable adjustments can be provided.

Eligibility/Other Requirements:

Qualifications and/or a combination of extensive experience and training in a relevant field will be highly regarded.

Background / Security clearance checks will be conducted.

Must be an Australian Citizen or hold the right to work in Australia.

Driver's license is essential.

This position does require a pre-employment medical. Please refer to the medical check policy advice and use the Work Environment Description below to inform this requirement.

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](http://act.gov.au))

How to Apply: To apply, applicants are required to submit three 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); and (3) a copy of your current driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary Hamblin 6207 1041 [gary.hamblin@act.gov.au](mailto:gary.hamblin@act.gov.au)

**Senior Policy Officer, Law Reform and Sentencing Advisory Council Secretariat**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 61930)**

Gazetted: 23 October 2023

Closing Date: 24 October 2023

Details: A career opportunity has arisen within ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Director of Court Transport Unit (SOGB).

The Court Transport Unit (CTU) is an extremely dynamic unit exhibiting a high degree of professionalism in a very visible role, building strong relationships with a range of stakeholders and maintaining public safety.

As the Director of CTU you will be responsible for providing effective leadership, management and oversight of CTU operations, contributing to a positive and innovative organisational culture and the development of initiatives to implement change within the workplace. You will be accountable for the integrity of all systems, processes and staff within the CTU and maintain oversight of Work Health and Safety processes and systems. You will also be working directly with offenders and detainees.

In addition, you will build and maintain stakeholder relationships to ensure the CTU remains responsive to an environment of change. You will create an environment which ensures the effective delivery of services, developing policy and processes and ensuring these are adhered to.

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

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. In addition, reasonable adjustments can be provided.

**Eligibility/Other Requirements:**

Qualifications and/or a combination of extensive experience and training in a relevant field will be highly regarded.

Background / Security clearance checks will be conducted.

Must be an Australian Citizen or hold the right to work in Australia.

Driver's license is essential.

This position does require a pre-employment medical. Please refer to the medical check policy advice and use the Work Environment Description below to inform this requirement.

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](http://act.gov.au))

**How to Apply:** To apply, applicants are required to submit three 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); and (3) a copy of your current driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary Hamblin 6207 1041 [gary.hamblin@act.gov.au](mailto:gary.hamblin@act.gov.au)

## **ACT DPP**

### **Legal**

### **Legal**

#### **Prosecutor Associate List Team**

**Prosecutor Associate \$76,255 - \$78,591, Canberra (PN: 46389, several)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

**Details:** The ACT Director of Public Prosecutions is the independent prosecutions authority of and for the Australian Capital Territory and is seeking to fill the role of Prosecutor Associate Crown Chambers. Under the direction of the List Team Supervising Prosecutor, the successful applicant for the position of Prosecutor Associate List Team will undertake tasks to assist in the preparation of Magistrates Court lists and appear as prosecutor in mentions and sentence lists in the Magistrates Court.

The Office of the Director of Public Prosecutions 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:** Admitted as a Legal Practitioner or meet the criteria prior to appointment. The successful applicant will be required to undergo a criminal record check.

**Note:** This position requires the right person to work in the office five (5) days per week.

**How to Apply:** Please submit a written "pitch" of no more than two pages responding to the capabilities listed under 'What You Require' in the Position Description, along with your current curriculum vitae and contact details of at least two referees.

A merit pool may be established to fill identical vacancies over the next 12 months.

Applications should be submitted via the apply now button.

Contact Officer: Joel Hiscox (02) 6207 5399 [Joel.Hiscox@act.gov.au](mailto:Joel.Hiscox@act.gov.au)

## **ACT Corrective Services**

### **Office of the Commissioner**

#### **Chief of Staff, Office of the Commissioner**

**Senior Officer Grade A \$160,541, Canberra (PN: 32237)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from experienced, highly motivated and suitable individuals to fill the position of Chief of Staff (SOGA), within the Office of the Commissioner.

The Chief of Staff (CoS) provides high level support across a broad range of functions to the ACTCS Executive. The CoS is pivotal in managing the executive support and governance functions of the organisation, providing high level, timely and accurate advice to the Minister, Commissioner and Executive.

The successful applicant will also have significant responsibility for managing stakeholder engagement, internal communications and the development of external communication strategies to promote the work of ACTCS.

In addition, you will be responsible for coordinating and providing organisational responses to internal and external reviews and liaise with the Government Solicitors Office, regarding the ACTCS legal case load and other matters of the law.

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also have working knowledge of the legal system relevant to the ACTCS area of requirement, including the ability to provide support to external legal entities.

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:

Driver's licence is essential.

NV 1 security clearance or the ability to obtain one.

The successful candidate will be required to undergo a criminal record check.

Notes: This is a temporary position available immediately October 2023 until 10 July 2024 with the possibility of extension.

How to Apply:

Applicants are required to submit the following:

A one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements

A current resume with the names and contact details of two referees (one should be a current Supervisor/Manager)

A copy of your driver's licence. Please ensure you submit all required items.

Applications should be submitted via the apply now button.

Contact Officer: ClaireL Buxton (02) 6205 3824 ClaireL.Buxton@act.gov.au

## **Corporate**

### **People & Workplace Strategy**

#### **Assistant Director, Safety Health & Wellbeing**

#### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 62956)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: The Assistant Director Safety Health and Wellbeing plays an essential role in supporting the Directorates commitment to a healthy and safe workplace. Including identifying, developing, implementing, and improving health and safety systems and practices to meet the Directorates legislative, compliance and organisational objectives and minimising risk in the workplace.

The Assistant Director Safety Health and Wellbeing provides professional advice to foster and maintain a safety and wellbeing culture by assisting and supporting the Directorate's Workplace Health and Safety (WHS) Management System, wellbeing initiatives and activities.

The Assistant Director will be highly organised, self-motivated, and responsive to business needs and requirements and show initiative, sound judgement, and develop productive working relationships with a range of internal and external stakeholders.

Eligibility/Other requirements:

Tertiary qualifications in Work Health and Safety (minimum Certificate IV) with 3+ years of operational experience is highly desirable.

Experience working in the construction industry is highly desirable.

Driver's licence is essential.

Notes: This is a temporary position available immediately for a period of 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.

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).

How to Apply: 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 submitted via the Apply Now button.

Contact Officer: Karissa Slavin (02) 6207 9076 Karissa.Slavin@act.gov.au

#### **Office of the Director-General**

##### **Executive Assistant to the Deputy Directors-General**

##### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 19719)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: Are you a well organised professional who enjoys a challenge?

The Executive Assistant provides high-level administrative support to the two Deputy Directors-General. The Executive Assistant is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement.

The Executive Assistant is required to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to prioritise issues constantly. Additionally, the position liaises across the ACT Government and with various key stakeholders to respond quickly to business needs and meet tight timeframes.

The successful applicant of this position must be able to obtain and hold a Negative Vetting 1 (NV1) national security clearance.

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.

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 professional / technical skills and knowledge and the behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button.

Contact Officer: Nicola Cowan (02) 6207 0501 Nicola.Cowan@act.gov.au

#### **ACT Corrective Services**

##### **Service Improvement and Community Operations**

##### **Team Leader, Community Operations**

##### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 47586)**

Gazetted: 20 October 2023

Closing Date: 10 November 2023

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Team Leader (SOGC), Community Operations.

A career in Community Operations is unlike any other in the public service and is challenging and genuinely rewarding. As a Team Leader, you will support Community Operations in its aim to reduce offending by the use of a sound risk assessment tool and a brokerage case management model, which targets criminogenic needs.

The successful applicant will manage and lead a team of probation and parole staff. You will be responsible for assessing their developmental needs and providing mentoring, guidance and training on correctional issues, including understanding, assessment and high-risk management of violence, domestic violence, sexual offences and victim issues. In addition, you will oversee the development and review of case management strategies to ensure the provision of high-quality interventions for offenders, and assist in developing and managing interventions for high-risk offenders requiring intensive supervision.

The successful applicant will possess high level organisational skills, as well as the ability to adapt to new and challenging situations. You will also possess exceptional communication and interpersonal skills necessary to build

rapport with a diverse range of clients and stakeholders, in addition to demonstrating leadership and supervisory qualities.

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:

Background police checks will be conducted.

This position requires a pre-employment medical.

It is a requirement of this role that you maintain a Working with Vulnerable People Check.

Driver's license is essential.

Tertiary qualifications in criminology, justice or management related discipline is desirable.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of extension and/or permanency.

How to Apply: Applicants are required to submit three items:

A one-to-three-page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements.

A current Curriculum Vitae with the names and contact details of two referees (one should be a current Supervisor/Manager)

A copy of their driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button.

Contact Officer: Jocaine Gegg (02) 6207 9905 [Jocaine.Gegg@act.gov.au](mailto:Jocaine.Gegg@act.gov.au)

### **Legal Aid Commission**

#### **Lawyer**

#### **Legal Officer Grade 1 \$70,680 - \$142,352, Canberra (PN: OLA12)**

Gazetted: 24 October 2023

Closing Date: 5 November 2023

Details: Legal Aid is seeking suitably qualified lawyers for a range of positions within our Criminal Practice.

Working at Legal Aid Commission (ACT) is an opportunity to do challenging but rewarding work and make a meaningful contribution to the circumstances of disadvantaged and vulnerable clients and communities in the ACT.

Applicants should have an interest in criminal law (pleas, mentions, bail applications, defended hearings, trial instructions). If you thrive in a fast-paced environment that offers variety, challenge and professional development – then we want to hear from you...apply now!

Eligibility/Other Requirements:

Must hold a restricted Practising Certificate in the ACT.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Further information is available from the Position Description or by contacting Jan De Bruin on 02 6243 3411.

Applications should be sent to the Contact Officer.

Contact Officer: Jan De Bruin 6243 3411 [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au)

#### **Legal Aid ACT**

#### **Legal Aid ACT**

#### **Community Liaison Unit**

#### **Aboriginal and Torres Strait Islander Liaison Officer**

#### **Administrative Services Officer Class 2 \$62,994 - \$76,427**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 1085)**

Gazetted: 24 October 2023

Closing Date: 7 November 2023

Details: Working at Legal Aid is an opportunity to do challenging but rewarding work and make a meaningful contribution to the circumstances of disadvantaged and vulnerable clients and communities in the ACT. We have two opportunities, one at the ASO4 level and one at the ASO2 level.

The Aboriginal and Torres Strait Islander Liaison Officer assists Legal Aid ACT in identifying and delivering its services to meet the needs of Aboriginal and Torres Strait Islander people and assisting with access to services provided by Legal Aid ACT and other legal assistance providers.

The successful candidate will be required to undergo a background check during the recruitment process, and an offer of employment is conditional on satisfactory results.

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](http://act.gov.au))

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.

Notes: There is a temporary position available for a period up to 12 months. One ASO4 role and one ASO2 role. Part time hours will be considered.

How to Apply: Applications should include a current curriculum vitae and a statement of suitability against the selection criteria (max 2 pages).

For more information on this position and how to apply "[click here](#)"

Contact Officer: Lisa Bleyerveld (02) 6243 3411 [hr@legalaidact.org.au](mailto:hr@legalaidact.org.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](mailto:jobs@act.gov.au)**

#### **Canberra Hospital Expansion Project**

##### **Project Delivery, Services and Commissioning**

##### **Director - Project Delivery**

**Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 19997)**

Gazetted: 25 October 2023

Closing Date: 8 November 2023

Details: Are you ready for the next exciting challenge in your career? Our Director – Project Delivery, for the Canberra Hospital Expansion Project, will be accountable for leading key aspects of the commissioning activities ahead of delivering the new Critical Services Building for the ACT Government and the Canberra community. This challenging role will require a skilled individual who can work through competing priorities and various challenges concurrently, to delivery outcomes. The ideal candidate will have a strong work ethic and be highly skilled in working in fast-paced environments, with a diverse range of stakeholders and people. If this sounds like you, 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Desirable:

Demonstrated relevant experience of delivering significant infrastructure projects.

Experience is managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.

Relevant tertiary level qualifications.

Notes: Current and former ADF members are encouraged to apply.

How to Apply: Please submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josh Faulkner (02) 6205 4922 [Josh.Faulkner@act.gov.au](mailto:Josh.Faulkner@act.gov.au)

#### **Program Manager**

**Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 62606)**

Gazetted: 23 October 2023

Closing Date: 24 October 2023

Details: Are you ready for the next exciting challenge in your career? Our Director – Project Delivery, for the Canberra Hospital Expansion Project, will be accountable for leading key aspects of the commissioning activities ahead of delivering the new Critical Services Building for the ACT Government and the Canberra community. This challenging role will require a skilled individual who can work through competing priorities and various challenges concurrently, to delivery outcomes. The ideal candidate will have a strong work ethic and be highly skilled in working in fast-paced environments, with a diverse range of stakeholders and people. If this sounds like you, 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Desirable:

Demonstrated relevant experience of delivering significant infrastructure projects.

Experience is managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.

Relevant tertiary level qualifications.

Notes: Current and former ADF members are encouraged to apply.

How to Apply: Please submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josh Faulkner (02) 6205 4922 Josh.Faulkner@act.gov.au

### **Infrastructure Delivery and Partners**

#### **Executive Group Manager, Infrastructure Delivery Partners**

**Executive Level 2.4 \$358,414 - \$372,778 depending on current superannuation arrangements, Canberra (PN: E1110)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: Major Projects Canberra have an exciting opportunity for a motivated and highly skilled Senior Executive to join the directorate, in leading the Infrastructure Delivery Partners Division.

The successful executive is responsible for establishing capital project management systems, processes and reporting, as well as work, health and safety practices which provide assurance in meeting whole of government requirements.

The nature of this role requires the building of collaborative partnerships across Government and takes responsibility to implement policies and deliver projects that support achievement of Government's strategic priorities and Major Project Canberra's performance goals.

The Executive Group Manager, Infrastructure Delivery Partners is a senior executive role who reports directly to the Chief Projects Officer. As part of the senior leadership team for the whole directorate, effective leadership is essential to Major Projects Canberra success as forward thinking leaders drive the change we want to see in the workplace and in the community.

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.

The role offers:

Excellent Remuneration package.

Relocation Expenses.

Diverse and rewarding role.

Flexible working including hybrid office/home arrangements.

Remuneration: The position attracts a remuneration package ranging from \$358,414 - \$372,778 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$319,205.

Contract: The successful applicant will be engaged under a performance-based long-term 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 no more than four pages outlining relevant skills and experience against the executive capabilities and job specific criteria, 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: Dee Chicco 0413 415 563 [dee.chicco@act.gov.au](mailto:dee.chicco@act.gov.au)

### **Suburban Land Agency**

**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](mailto:jobs@act.gov.au)**

### **Suburban Land Agency**

#### **Program Solutions**

#### **Community Development and Engagement**

#### **Marketing and Events Officer**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 17114)**

Gazetted: 25 October 2023

Closing Date: 1 November 2023

Details: We're on the hunt for an experienced, proactive, creative and organised Marketing and Events Officer to join our busy and growing team.

In this role you will:

Assist with the development and implementation of marketing, event and sales activities and campaigns.

Support the team in coordinating marketing deliverables and content for the following: social media, press, digital, television, radio, signage, videos, corporate publications, promotional items, events and community development activities.

Coordinate community newsletters including drafting content and showing creativity and innovation in messaging and design ideas.

Coordinate and track messages into the team via email inboxes, social media and phone.

Manage stock / merchandise for marketing and events and ensure items are current and complete. This includes individual event kit preparation and maintenance.

Conduct regular site inspections for future events and site presentation. Report back to team and coordinate any maintenance as required.

Provide event logistics support through the planning and coordination of key activities and events such as ballots, auctions, customer information sessions and community development activities. This can include venue bookings, catering, site visits, transport coordination and guest management.

Liaise and negotiate with suppliers and stakeholders to achieve outcomes. This includes sourcing quotes, assisting with artwork/design requirements and coordinating print projects.

Assist with preparation of briefs, correspondence, procedures, reports and guidelines relevant to the branch activities and project requirements. Continue to ensure that these materials are updated and always relevant to the market.

See position description for further details.

We're looking for someone who;

Loves working on events.

Is willing to be 100% part of the team, active during key event times (i.e. some evenings and weekends).

Has proven experience in a similar role.

Enjoys working with local communities and understanding residents needs and ideas.

Has a good understanding of community engagement.

Is genuinely passionate about providing an amazing customer experience.

Has close attention to detail, can multi-task and is extremely organised.

Can pick up new things quickly and enjoys a fast-paced working environment.

Is exceptionally resourceful (if you don't have the answer you go and find it!).

Loves brainstorming, thrives on variety and enjoys a challenge.

Eligibility/Other requirements:

Your qualifications, experience and skills

Qualifications in event management or significant experience in a similar role

Minimum of two years of events coordination experience

The following are mandatory requirements of the role:

Working with Vulnerable People Check (or willingness to obtain prior to commencement)

Full Drivers Licence

First Aid Certificate (or willingness to undertake training)

Ability to regularly work after standard hours and on weekends.

Note: This is a temporary position available from immediately up until November 2023 with the possibility of extension up to 12 months and/or permanency.

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. 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. This position is available to ACT Government officers and employees only.

How to apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the apply now button.

Contact Officer: Mayumi Piper (02) 6205 3146 Mayumi.Piper@act.gov.au

### **Program Solutions**

#### **Infrastructure Services**

#### **Senior Project Director**

#### **Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 63457)**

Gazetted: 24 October 2023

Closing Date: 7 November 2023

Details: Applications are sought from potential candidates for the position of Project Director, Infrastructure Services.

Suburban Land Agency is primarily responsible for the planning and delivery of Greenfield and urban projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT in accordance with the Government's four-year Indicative Land Release Program (ILRP). This includes significant development of Government-owned land for release for residential, commercial, industrial, community and non-urban. The projects are managed from planning and design to delivery on the ground.

We are seeking applications from experienced Senior Development Works Program Delivery Personnel (Project Director) to join the Infrastructure Services Business Unit, Program Solution Group with the demonstrated high level of skills and experience in: contract management including AS2124 and GC 21 contracts, demonstrated experience in acting as a Principal Authorised Person in GC21 contract, major projects management and land development proven ability to direct, co-ordinate and control the design, documentation and implementation of construction program of works including identifying and managing risks and effective cost control.

The role requires demonstrated advanced experience and knowledge of procurement in the construction industry, including knowledge of ACT Government procurement processes. Also required demonstrated ability to negotiate and communicate at a senior level with high level written and oral communication skills and the ability to make sound well informed decisions on related matters.

Eligibility/Other Requirements: Tertiary qualification in engineering and minimum of 15 years of relevant engineering contract management experience is essential.

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

*Applications should be submitted to via the Apply Now button.*

Contact Officer: Guna Seelan 0401143896 Guna.Seelan@act.gov.au

### **Suburban Land Agency**

#### **Program Solutions**

### **Sustainability and Release Coordination**

#### **Assistant Director, Sustainability and innovation**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 41860)**

Gazetted: 24 October 2023

Closing Date: 7 November 2023

Details: Are you passionate about sustainability and creating great places for people?

Applications are sought from potential candidates for the position of Assistant Director in the Sustainability and Release Coordination Team at the Suburban Land Agency (SLA). We are looking for someone who can contribute to projects and deliver sustainability outcomes for SLA in line with our Sustainability Strategy 2021-25.

Drawing on your knowledge of sustainability, you will work on a range of interesting projects which aim to improve environmental and social sustainability in our urban and greenfield developments. Your ability to be highly organised and work to deadlines on several competing tasks will contribute to the success of these projects.

Bringing your strong written and interpersonal communication skills, you will be joining a passionate and innovative inter-disciplinary team. We work with colleagues in several teams across SLA to influence for sustainable development – including to help residents build and live in more sustainable homes and for developers to consider sustainability in construction and development. Working on sustainability and placemaking projects – on topics including renewable energy, living infrastructure, sustainable home and garden design, and climate adaptation and resilience – you'll contribute to ensuring SLA is creating great sustainable places where communities thrive.

The Sustainability and Release Coordination team works collaboratively with other teams in SLA and across the ACT Government to implement innovative and socially and environmentally sustainable land development practices.

About our Agency

Our vision is to create great places where communities thrive in the ACT.

We deliver sustainable urban environments that bring people and businesses together and help our community and natural environments thrive.

Our developments aim to balance social, economic, and environmental benefits for all Canberrans through:

- affordable living
- a safe and healthy population
- social inclusion and diversity
- housing choices
- environmental sustainability

Note: This is a temporary available immediately for up to five months, with the possibility of extension up to 12 months and/or 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: Applicants should submit a supporting statement of not more than two A4 pages, addressing the Professional/Technical Skills and the Behavioural Capabilities in the Position Description, outlining your skills and experience relevant to the role.

A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the apply now button.

Contact Officer: Rob Thorman 0418260449 Rob.Thorman@act.gov.au

### **Suburban Land Agency**

#### **Program Solutions**

#### **Community Development and Engagement**

#### **Digital Content Officer**

**Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 43941)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: We're looking for an experienced, passionate and creative digital content officer to join our busy team.

In this role you will:

Create content!

Coordinate our social channels and be responsible for growing our social media communities on Facebook, Instagram, Twitter, YouTube and LinkedIn.

Use our social channels and website to tell the many stories from our thriving new communities, as well as the great work being done by the Suburban Land Agency.

Be passionate about developing stories through all means of content – including digital media and occasional copywriting. You'll be required to capture, produce and publish your own work.

Develop and action digital communications strategies which capture the Suburban Land Agency's events, programs, campaigns and initiatives.

Use our social media and web analytics to build digital content strategies - recognising emerging themes and trends which will attract online audiences.

Work closely with our marketing and Mingle teams to promote the Suburban Land Agency's various brands cohesively through digital media.

Get to know our technology – including cameras, Adobe editing suite and other Apple photography gear.

Interpret our web and social analytics to decide the best way forward for each of our digital platforms.

We're looking for someone who:

Loves all things social media and digital media.

Is willing to be 100% part of the team, active during key social media times (i.e., some evenings and weekends).

Has proven experience in a similar role.

Loves creating videos, storytelling and is a self-starting, creative thinker who has the skills to be able to execute big ideas individually and as part of a team.

Has a good understanding of content marketing.

Is genuinely passionate about providing an amazing customer experience.

Has close attention to detail, can multi-task and is organised.

Can pick up new things quickly and has a technical understanding of operating a wide variety of digital and multi-media tools and technologies.

Loves brainstorming, thrives on variety and enjoys a challenge.

Eligibility/Other requirements:

You will have three+ years' hands-on experience in digital media management/co-ordination where you have developed and executed content for social media and the web.

You will have experience in developing and executing digital communications strategies, managing social profiles, groups, comments etc.

Strong photography/videography skills – we use Canon, Apple and Adobe products.

Specifically, you'll need working knowledge of video-editing, photo-editing and design software (Premier, Photoshop, Indesign, Illustrator, Shootsta).

Notes: This is a temporary position available immediately until 30 August 2024 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. 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 submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

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

Contact Officer: Mayumi Piper (02) 6205 3146 Mayumi.Piper@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](mailto:jobs@act.gov.au)**

#### **Transport Canberra and Business Services**

##### **Transport Canberra Bus Operations**

##### **Bus Operations**

##### **Work Health Safety (WHS) Co-ordinator**

##### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 45096)**

Gazetted: 25 October 2023

Closing Date: 13 November 2023

Details: Join Transport Canberra and City Services as we deliver quality services that make Canberra a great place to live. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the

everyday lives of your family, friends, and community. We value our people; we support diversity and we strive to be a great place to work.

The Work Health Safety (WHS) Co-ordinator is required to work individually and as part of a team to assist in the development and implementation of targeted and systematic health and safety initiatives that build on a positive safety and wellbeing culture.

The WHS Co-ordinator is a people focused position that will support the Assistant Director Safety and Wellbeing and work closely with the TC Bus Operations staff to further develop and implement the safety management system.

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.

Eligibility/ Other requirements:

Driver's licence Class C is desirable but not essential.

A Cert IV in WHS is highly desirable.

Note: This is a temporary position available from December 2023 for 3 months with the possibility of extension up to no more than 6 months. A merit pool will be established from this process and may be used to fill future identical vacancies over the next 12 months. This position is available to ACT Government officers and employees only.

How to apply: Please submit a written application of no more than two pages responding to the Selection Criteria in the Position Description, Curriculum Vitae and the contact details of two referees one being your current supervisor.

Applications should be submitted to the contact officer.

Contact Officer: John Leahy Jr (02) 6205 4953 John.LeahyJr@act.gov.au

#### **Territory and Business Services**

##### **Domestic Animal Services**

##### **Kennel Hand - Domestic Animal Services**

##### **Administrative Services Officer Class 2 \$62,994 - \$69,376, Canberra (PN: C13630)**

Gazetted: 24 October 2023

Closing Date: 14 November 2023

Details: Based at the Domestic Animal Services facility in Symonston, Kennel Hands are responsible for the day-to-day welfare and health of the animals held within the facility. With a passion for animal welfare, Kennel Hands are responsible for cleaning the facility, conducting health checks, feeding, and administering medication, attending to minor wounds and abrasions, exercise and preparing enrichment activities for residents.

As an important member of the team, Kennel Hands work collaboratively with other staff to support the overall management of the facility, with a focus on animal welfare and ensuring the safety of visitors to the facility. You will contribute to the development, achievement and continuous improvement of team objectives and plans to ensure the service meets community standards and expectations.

Note: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata. 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 must address each selection criteria (up to 350 words per criteria). Please take into consideration the "What you require" section when addressing how you have demonstrated the selection criteria. Applicants must also supply a current Curriculum Vitae and contact details of two references.

Applications should be submitted via the apply now button.

Contact Officer: Nick Tildsley (02) 6207 2959 nick.tildsley@act.gov.au

#### **Territory and Business Services**

##### **Territory and Business Services**

##### **Domestic Animal Services**

##### **Customer Support Officer - Domestic Animal Services**

##### **Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: C13621)**

Gazetted: 24 October 2023

Closing Date: 14 November 2023

Details: Customer Support Officers are the first point of contact for members of the public at the Domestic Animal Services facility at Symonston. They work on a rotational roster which includes working Saturday shifts and provide

high-level customer service, responding to customer enquiries via phone, email and in person. They work in a collaborative team environment to manage a variety of tasks and maintain the Customer Relationship Management system.

As the role works in an environment focusing on the management and control of domestic animals, the position does, from time to time, to interact and handle dogs and cats that present at the facility.

Note: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata. 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 must address each selection criteria (up to 350 words per criteria). Please take into consideration the "What you require" section when addressing how you have demonstrated the selection criteria. Applicants must also supply a current Curriculum Vitae and contact details of two references.

Applications should be submitted via the apply now button.

Contact Officer: Holly Tiburzi Hart (02) 6207 5107 [HollyTiburzi.Hart@act.gov.au](mailto:HollyTiburzi.Hart@act.gov.au)

### **Chief Operating Officer**

#### **Executive Assistant to Chief Operating Officer**

#### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 38138)**

Gazetted: 24 October 2023

Closing Date: 27 October 2023

Details:

WANTED: Executive Assistant to keep the COO super organised and know when to lean in and provide a little extra support.

You'll get to manage a busy, meeting-heavy calendar full of exciting activities. Juggling the incoming requests and walking the tightrope between competing priorities from across the directorate, broader ACT Government and externals will be your daily challenge.

Preparing travel arrangements, coordinating speaking engagements, tracking tasks, conducting research, electronic records management, coordinate and consolidate feedback from multiple stakeholders, managing meetings (agenda, minutes, actions, decisions) and support in preparing presentations, reports, briefs – these primary duties are all part of this great administrative position.

If you need more reasons to apply ... you also get to work closely with the Divisional Business Manager, the directorate Executive leadership team, plus colleagues across Transport Canberra and City Services and the ACT Public Service.

This role is ideal for an experienced Executive Assistant who is calm and confident in a fast-paced environment, has a proactive approach to their workload, and initiative to track and complete tasks to a high standard.

Eligibility/Other Requirements:

Proficiency in the use of Microsoft Office suite package.

Minimum 2 years' experience working as an Executive Assistant.

Note: This is a temporary position available immediately for up to four weeks. This position is also being advertised permanently. Selection may be based on application and referee reports only. This position is located in an Activity Based Work (ABW) environment where officers do not have a designated workstation/desk. This position is available to ACT Government officers and employees only.

How to Apply: Please provide a pitch of why you would love to work with us and how your experience is relevant and include a resume and details of two referees.

Applications should be submitted to the contact officer.

Contact Officer: Christina Rose (02) 6205 9401 [Christina.Rose@act.gov.au](mailto:Christina.Rose@act.gov.au)

### **Chief Operating Officer**

#### **People and Capability**

#### **HR Business Partner**

#### **Senior Officer Grade A \$160,541, Canberra (PN: 35984)**

Gazetted: 23 October 2023

Closing Date: 27 October 2023

Details: The People and Capability branch has an exciting opportunity for an experienced senior leader to work in the role of HR Business Partner. You will work in conjunction with the Senior Director, Organisational Development and Senior Director, Employee Relations to support a values-based workplace culture and high performing workforce. Aligned to one of two divisions across TCCS, the HR Business Partner is a crucial conduit between the division and the delivery and implementation of HR services and strategies.

Please see the position description for more information about the role and details of the duties to be undertaken. 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: Individuals on visas with Australian working rights are eligible to apply for temporary non-ongoing roles.

Note: This is a temporary position available immediately from 1 November 2023 for a period of 3 months. Selection may be based on application and referee reports only.

This position is available for up to three months. Selection may be based on written application and referee reports only and is open to current ACTPS employees.

How to Apply: Applicants should address the numbered selection criteria, listed on the position description, in a 'one page pitch' response and submit along with a current curriculum vitae and the contact details of at least one primary referee.

Applications should be submitted to the contact officer.

Contact Officer: Petra Crowe (02) 6205 3817 [Petra.Crowe@act.gov.au](mailto:Petra.Crowe@act.gov.au)

## **Communications and Engagement**

### **Digital Communications**

#### **Digital Communications Officer**

#### **Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 35567)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: Are you a content creator who enjoys working as part of a team to deliver quality customer-focused communications? Do you have exceptional written communication skills and experience creating content that is engaging and easy to understand?

We are looking for an enthusiastic communication professional to help us improve our content. We need a team player who is able to work collaboratively with stakeholders and juggle competing priorities with quick deadlines.

Some of the key responsibilities of this role include: a

drafting engaging content, particularly for online audiences, with input from subject matter experts

editing web and print content to ensure it meets readability and accessibility requirements

analysing website data to evaluate performance, and

identifying improvements to the structure and organisation of our web content.

We are committed to finding new, better ways to communicate and engage with our audience through online and print channels. If you are a motivated problem solver with a zest for learning, this could be the perfect job for 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and professional work experience in communications, public relations or related discipline is highly desirable. The ability to work flexibly with some out of hours work is required.

Note: This is a temporary position available from 13 November 2023 until 30 June 2024. 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: To apply for this role please submit:

a maximum two-page pitch addressing the selection criteria contained in the position description  
curriculum vitae

contact details of two referees.

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

Contact Officer: Kirsten Rae (02) 6207 4268 [Kirsten.Rae@act.gov.au](mailto:Kirsten.Rae@act.gov.au)

## **City Services**

### **ACT NoWaste**

#### **Service Delivery**

#### **Customer Service Officer**

#### **Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 39243)**

Gazetted: 23 October 2023

Closing Date: 30 October 2023

Details: ACT NoWaste is searching for an outstanding customer service expert to join our Customer Service Team. As a Customer Service Officer, you will be responsible for responding to customer queries relating to essential government waste management services. The position sits within the Service Delivery Team who are responsible for managing a range of contracted waste management services. Tasks that you enjoy at work include critical thinking, providing clear and concise advice, negotiation of complex issues, and conducting research and analysis to improve business practice and performance.

Tasks will include:

Providing support to all resident and stakeholder queries pertaining to waste collection services (queries can be submitted via email, phone and/or automated online forms).

Supporting the complete lifecycle of the waste collection services requests in Salesforce system.

Undertake customer and stakeholder liaison and negotiation activities to resolve customer enquiries and complaints.

Providing support and assistance to ACT NoWaste management and staff as required.

Providing a highly professional, responsive and customer-oriented approach on all contact opportunities.

Eligibility/Other requirements

This role requires someone who can inspire, energise, and positively influence team and individual outcomes. High quality customer service skills with the ability to work independently but collaboratively within a team are essential for this position.

The ideal candidate will possess the ability to provide a highly professional, responsive, and customer-oriented approach on all contact opportunities.

Note: This is a temporary position available from 30 October until 29 December 2023 with the possibility of extension up to six months. This position is available to ACT Government officers and employees 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: Please provide a 2-page pitch addressing the What You Require section of the Position Description and provide an updated copy of your Curriculum Vitae which includes 2 referees.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Applications should be submitted to the contact officer.

Contact Officer: Tammi Breasley (02) 6207 4290 Tammi.Breasley@act.gov.au

## **Transport Canberra**

### **Light Rail Operations**

#### **Commercial and Contracts**

##### **Senior Director Commercial and Contracts**

##### **Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 41124)**

Gazetted: 23 October 2023

Closing Date: 6 November 2023

Details: This position requires a leader with a strong and considered approach to stakeholder management that is committed to building relationships and delivering public value to the ACT community.

The Senior Director Commercial and Contracts in the Light Rail Operations team is responsible for leading contract management, commercial negotiations and assurance of Canberra Metro's performance and delivery under the Public Private Partnership (PPP) Project Agreement, and other Transport Canberra contracts.

The Senior Director Commercial and Contracts supports the Executive Branch Manager Light Rail Operations by providing advice and leadership on commercial, contractual, and financial elements of Transport Canberra operations.

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:

Post graduate qualifications or higher education in project management or law with a focus on commercial or infrastructure performance-based contracts is highly desirable.

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.

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](http://act.gov.au))

Experience in a transport (especially rail or light rail), or infrastructure environment is highly desirable.

Project Management (Mandatory) – 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
- b.) 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
- c.) have at least 10 years relevant experience in Project Management

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: Interested candidates are requested to submit no more than three pages outlining relevant skills and experience against the Professional/Technical Skills, Knowledge and Behavioural Capabilities within the Position Description, as well as a current curriculum vitae, two Referees and copies of mandatory qualifications and/or demonstrated at least 10 years relevant experience in Project Management (may be provided in curriculum vitae). *Applications should be submitted via the Apply Now button below.*

Contact Officer: Anthony Haraldson (02) 6207 5345 [Anthony.Haraldson@act.gov.au](mailto:Anthony.Haraldson@act.gov.au)

## **Transport Canberra and Business Services**

### **Transport Canberra**

#### **MyWay+**

#### **Project Manager - MyWay+**

#### **Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 51150)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: Are you an experienced Project Manager? If so, we are looking for you!

Transport Canberra is seeking an enthusiastic and experienced Project Manager to plan and execute a key project for Transport Canberra. The Project Manager is responsible for allocating appropriate resources to deliver quality, timely and value for money outcomes that are fit-for-purpose and compliant with relevant standards, policies and legislation. The Project Manager will lead the delivery of simple to complex works to deliver great services to the Canberra community.

The Project Manager will have experience and comprehensive knowledge of project management principles. They will use their experience and knowledge to conduct assurance activities and provide advice to senior management. This position requires extensive stakeholder engagement and will be required to identify relevant stakeholders' expectations and concerns to develop a clear understanding of the methodology and practices to achieve outcomes.

Transport Canberra is dynamic and fast changing and therefore, the successful applicant needs to demonstrate the ability to work flexibly, be innovative and outcome focused.

Eligibility/Other Requirements:

Tertiary or equivalent qualification in a management related discipline along with current membership and certification by the Australian Institute of Project Management (AIPM) or equivalent at the Certified Practising Project manager (CPPM) level, or other nationally and internationally recognised institution is highly desirable.

Risk identification and management experience is highly desirable.

Note: This is a temporary positions available immediately until December 2024 with the possibility extension.

This position is located in a designated Activity Based Working (ABW) environment. ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

The MyWay+ Team operates in a hybrid working environment, providing employees with the opportunity to split their working hours between home and office. To foster an environment of collaboration, information sharing and building connections, we ask that staff commit to working a minimum of 20% of their weekly hours from the office. Selection may be based on application and referee reports only.

How to Apply: Please submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

*Applications should be submitted via the Apply Now button.*

Contact Officer: Mark White (02) 6207 4698 Mark.White@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](mailto:jobs@act.gov.au)**

### **WorkSafe ACT**

### **WorkSafe ACT**

### **Psychosocial**

### **Assistant Director**

### **Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 12937)**

Gazetted: 24 October 2023

Closing Date: 7 November 2023

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

If you have a passion for helping others, an interest in human behaviour, have strong interpersonal skills and would you like to work in a team environment, then you could be the candidate we are looking for. WorkSafe ACT's Psychosocial team is growing, and we have a permanent position available for a candidate with a background and passion for health and safety to fill the role of Assistant Director.

Workplace psychological safety is a rapidly expanding area of work health and safety that is already having significant positive change across a broad range of workplaces. The Assistant Director will provide guidance and support to the team that undertake highly rewarding work to enable workplaces to create environments where their workers feel that they can go to work and perform their roles feeling safe.

We are looking for applicants that are enthusiastic and people focused, with experience in or across various industries, including injury management, human rights, industrial relations, community/social services, allied health, health services, social science services and psychology.

Note: Selection may be based on written 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.

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two pages demonstrating your skills and experience relevant to the points listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples where possible. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description. 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: Sarah Towers 02 6205 1923 sarah.towers@worksafe.act.gov.au

### **Training and Systems Officer**

### **Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 61713)**

Gazetted: 23 October 2023

Closing Date: 24 October 2023

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

If you have a passion for helping others, an interest in human behaviour, have strong interpersonal skills and would you like to work in a team environment, then you could be the candidate we are looking for. WorkSafe ACT's

Psychosocial team is growing, and we have a permanent position available for a candidate with a background and passion for health and safety to fill the role of Assistant Director.

Workplace psychological safety is a rapidly expanding area of work health and safety that is already having significant positive change across a broad range of workplaces. The Assistant Director will provide guidance and support to the team that undertake highly rewarding work to enable workplaces to create environments where their workers feel that they can go to work and perform their roles feeling safe.

We are looking for applicants that are enthusiastic and people focused, with experience in or across various industries, including injury management, human rights, industrial relations, community/social services, allied health, health services, social science services and psychology.

Note: Selection may be based on written 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.

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two pages demonstrating your skills and experience relevant to the points listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples where possible. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description. 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: Sarah Towers 02 6205 1923 sarah.towers@worksafe.act.gov.au

## **WorkSafe ACT**

### **Investigations**

#### **Assistant Director**

**Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63380)**

Gazetted: 20 October 2023

Closing Date: 3 November 2023

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

WorkSafe ACT has an exciting permanent vacancy for a motivated and diligent professional to fill the role of Assistant Director within our Investigations team. The Investigations team is primarily responsible for conducting and managing workplace investigations and providing compliance and enforcement services that contribute to the reduction of harm and improved support for injured or ill workers in ACT workplaces.

The Assistant Director will lead a team to undertake high level workplace investigations, prepare investigation plans and briefs of evidence, collect, and manage evidentiary material and give evidence at court.

The successful candidate will need to demonstrate highly developed communication skills and knowledge/experience in a related field. If this sounds like you, we encourage you to apply!

Note: Selection may be based on written application and referee reports only. A Merit Pool may be established from this selection process and may be used to fill identical vacancies over the next 12 months.

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the points listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples where possible. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description.

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.*

Contact Officer: Sarah Towers 0262057923 sarah.towers@worksafe.act.gov.au

## APPOINTMENTS

### ACT Health

**Administrative Services Officer Class 5 \$87,364 - \$92,370**  
Ayesha Alhassan, Section 68(1), 19 October 2023

### ACT Integrity Commission

**Paralegal Grade 3 \$78,591 - \$82,566**  
Claudia McMahon, Section 68(1), 20 October 2023

### Canberra Health Services

**Registered Midwife 1 (\$72,698 - \$97,112)**  
Taneesha Mason, Section 68(1), 5 Feb 2024

**Specialist/Senior Specialist, \$188,151 - \$254,198**  
Ayesha Arora: 88597226, Section 68(1), 31 October 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**  
Cirillo Aneta, Section 68(1), 28 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**  
Eloise Baxter, Section 68(1), 19 October 2023

**Administrative Services Officer Class 5 \$87,364 - \$92,370**  
Mark Bonato, Section 68(1), 23 October 2023

**Enrolled Nurse Level 1 \$65,934 - \$70,443**  
Kristie-Lee Dempsey, Section 68(1), 26 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**  
Mridu Dhungana, Section 68(1), 20 October 2023

**Registered Nurse Level 3.1 \$115,743 - \$120,506**  
Olivia Amey Evangelisti, Section 68(1), 26 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**  
Heather Finch, Section 68(1), 26 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**  
Rani Grosche, Section 68(1), 23 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**  
Sangryun Lee, Section 68(1), 26 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**  
Keren Ruth Lequin, Section 68(1), 12 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**  
Kim Luong, Section 68(1), 26 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**  
Rebekah Pender, Section 68(1), 26 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Nilima Pradhan, Section 68(1), 20 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Stuart Rogers, Section 68(1), 26 October 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Jeswin Thomas, Section 68(1), 26 October 2023

**Canberra Institute of Technology**

**Teacher Level 1 \$80,673 - \$107,642**

Bas Van Den Broek, Section 68(1), 18 October 2023

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade C \$117,845 - \$126,715**

Albert Chua, Section 68(1), 1 November 2023

**Administrative Services Officer Class 5 \$87,364 - \$92,370**

Bhavani Ganesh, Section 68(1), 23 October 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Rowan Leffers, Section 68(1), 23 October 2023

**Information Technology Officer Class 1 \$73,920 - \$84,144**

Daniel Mutambuki, Section 68(1), 23 October 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Shadiah Nahi, Section 68(1), 23 October 2023

**Infrastructure Officer 2 \$91,428 - \$105,186**

Christopher Steward, Section 68(1), 20 October 2023

**Senior Officer Grade C \$117,845 - \$126,715**

Danielle White, Section 68(1), 18 October 2023

**Community Services**

**Senior Officer Grade C \$117,845 - \$126,715**

Sana Ashraf, Section 68(1), 23 October 2023

**Senior Officer Grade C \$117,845 - \$126,715**

David Chen, Section 68(1), 26 October 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Elise Pareezer, Section 68(1), 23 October 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Radha Pillai, Section 68(1), 30 October 2023

**Education**

**School Assistant 3 \$60,493 - \$64,989**

Elliot Agostino, Section 68(1), 20 October 2023

**Classroom Teacher \$75,004 - \$117,538**

Alexander Cheffers, Section 68(1), 26 October 2023

**Classroom Teacher \$75,004 - \$117,538**

Amanda Roseler, Section 68(1), 26 October 2023

**Classroom Teacher \$75,004 - \$117,538**

Fiona Game, Section 68(1), 26 October 2023

**Classroom Teacher \$75,004 - \$117,538**

Stephanie Ritchard, Section 68(1), 9 October 2023

**Classroom Teacher \$75,004 - \$117,538**

Allison Lingo, Section 68(1), 26 October 2023

**Classroom Teacher \$75,004 - \$117,538**

Yunhong Jiang, Section 68(1), 23 January 2024

**Classroom Teacher \$75,004 - \$117,538**

Mandy Truman, Section 68(1), 16 January 2024

**Classroom Teacher \$75,004 - \$117,538**

Nadia Villar Becerra, Section 68(1), 9 October 2023

**Classroom Teacher \$75,004 - \$117,538**

Lisa Swale, Section 68(1), 9 October 2023

**Senior Officer Grade B \$135,355 - \$152,377**

Kate Podolak, Section 68(1), 05 October 2023

**Administrative Services Officer Class 6 \$91,315 – 104,509**

Kiri Morcombe Section 68(1), 09 October 2023

**Administrative Services Officer Class 5 \$84,749 – \$89,705**

PN 1120 Events & Activations Officer

Karina Leotta, Section 68(1), 03 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Kate Allison, Section 68(1), 20 October 2023

**Building Service Officer 2 \$65,256 - \$68,143**

Drew Aston, Section 68(1), 19 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Bridget Brian, Section 68(1), 20 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Susannah Crawford, Section 68(1), 25 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Lara Crouch, Section 68(1), 19 October 2023

**Senior Officer Grade C \$117,845 - \$126,715**

Sarah Cullen, Section 68(1), 18 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Florence Dhar, Section 68(1), 20 October 2023

**Building Service Officer 3 \$75,931 - \$80,136**

Patrick Dowd, Section 68(1), 19 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Daniel Duranti, Section 68(1), 24 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Rosemarie Edwards, Section 68(1), 19 October 2023

**School Assistant 4 \$72,353 - \$78,207**

Matthew Fellows, Section 68(1), 20 October 2023

**School Assistant 4 \$72,353 - \$78,207**

Cody Finegan, Section 68(1), 20 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Samantha Gee, Section 68(1), 20 October 2023

**Information Technology Officer Class 1 \$73,920 - \$84,144**

Santo Giuliano, Section 68(1), 20 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Rama Grover, Section 68(1), 24 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Josephine Hamilton, Section 68(1), 19 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Linda Hanlon, Section 68(1), 20 October 2023

**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Tess Hemmings, Section 68(1), 20 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Ernest Hogan, Section 68(1), 23 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Marina Iwashkiw, Section 68(1), 24 October 2023

**School Assistant 4 \$72,353 - \$78,207**

Akane Jones, Section 68(1), 18 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Varinder Pal Kaur, Section 68(1), 17 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Holly Kingham, Section 68(1), 26 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Melissa Lawler, Section 68(1), 24 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Amanda Legzde, Section 68(1), 25 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Sonya Magrath, Section 68(1), 19 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Jarrah Marquardt, Section 68(1), 20 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Madeline McWhirter, Section 68(1), 24 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

William Montgomery, Section 68(1), 20 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Rebecca Msosi, Section 68(1), 24 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Jacqueline Osti, Section 68(1), 19 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Louise Patton, Section 68(1), 23 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Amanda Philipse, Section 68(1), 20 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Timothy Rees, Section 68(1), 20 October 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Hannah Rinck, Section 68(1), 19 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Reegan SANSOM (MOORCROFT), Section 68(1), 23 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Brooke Schliebs, Section 68(1), 23 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Yasmeen Sheikh, Section 68(1), 20 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Pathmapiriya Sivasothy, Section 68(1), 20 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Nathan Spencer, Section 68(1), 20 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Madison Starkovski, Section 68(1), 20 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Christopher Stubbs, Section 68(1), 20 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Nour Tabaja, Section 68(1), 23 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Fozia Tabassam, Section 68(1), 20 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Ava Townsley, Section 68(1), 25 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Jessica Trembath, Section 68(1), 20 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Brennan Wade, Section 68(1), 25 October 2023

**School Assistant 3 \$60,493 - \$64,989**

Liping Wang, Section 68(1), 23 October 2023

**School Assistant 2/3 \$53,566 - \$64,989**

Jessica White, Section 68(1), 24 October 2023

**Justice and Community Safety**

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Sue Barrie, Section 68(1), 21 October 2023

**Assistant Parliamentary Counsel 1 \$70,680 - \$142,352**

Timothy Clulow, Section 68(1), 17 October 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Leesa Grimm, Section 68(1), 26 October 2023

**Senior Officer Grade C \$117,845 - \$126,715**

Esther Kuria, Section 68(1), 23 October 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Jessica Newman, Section 68(1), 23 October 2023

**Administrative Services Officer Class 6 \$93,996 - \$107,322**

Stephanie Opulencia, Section 68(1), 24 October 2023

**Senior Officer Grade A \$160,541**

Dean SADDLER, Section 68(1), 18 October 2023

**Major Projects Canberra**

**Graduate Administrative Assistant \$80,535 - \$82,894**

Yaobin Zhong, Section 68(1), 24 October 2023

**Suburban Land Agency**

**Infrastructure Officer 4 \$136,524 - \$155,109**

Anneliese Turner, Section 68(1), 26 October 2023

**Transport Canberra and City Services**

**Bus Operator - Training \$74,582**

Robert Donaldson, Section 68(1), 11 October 2023

**TGSO5/TGSO6/TGSO7 Workshop Staff \$85,269 - \$95,718**

Joshua Horrill, Section 68(1), 23 October 2023

**General Service Officer Level 3/4 \$56,173 - \$61,181**

Aaron Lizars, Section 68(1), 18 October 2023

**Worksafe ACT**

**Regulatory Inspector 5 (WorkCover Officer 5) \$84,749 - \$89,705**

Jason Dale, Section 68(1), 23 October 2023

## TRANSFERS

### Chief Minister, Treasury and Economic Development

#### **Anna Gaffney**

From: Senior Officer Grade C \$126,715

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 63501) (Gazetted 21 September 2023)

#### **Cassandra Tucker**

From: Senior Officer Grade C \$126,715

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 62866) (Gazetted 6 September 2023)

### Justice and Community Safety

#### **Amy Birtles**

From: Ambulance Support Officer 1 \$62,860

Justice and Community Safety

To: Patient Transport Officer 1 \$62,860 - \$66,802

Justice and Community Safety, Canberra (PN. P26848) (Gazetted 26 October 2023)

## PROMOTIONS

### ACT Health

#### **Digital Solutions Division**

#### **Technology Operations**

#### **Critical Systems & Infrastructure Hub**

#### **Laura Pitt**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

ACT Health

To: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health, Canberra (PN. 61313) (Gazetted 26 April 2023)

#### **Policy, Partnerships and Programs**

#### **Health Policy and Strategy Branch**

#### **Variations in Sex Characteristics Treatment Regulation Unit**

#### **Marilynne Read**

From: Senior Officer Grade C \$117,845 - \$126,715

ACT Health

To: †Senior Officer Grade B \$138,476 - \$155,668

ACT Health, Canberra (PN. 61817) (Gazetted 3 August 2023)

### Canberra Health Services

#### **CHS Finance and Business Intelligence**

#### **FBI Operations**

#### **Health Information Services**

#### **Priscilla Joseph**

From: Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services, Canberra (PN. 23889) (Gazetted 10 September 2023)

#### **Clinical Services**

#### **Mental Health, Justice Health and Alcohol and Drug Services**

#### **Alcohol & Drug Program**

#### **Teresa Le**

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. 48158) (Gazetted 15 August 2023)

#### **Clinical Services**

#### **rehab, Aged and Community Service Administration**

#### **Oral Health Service**

#### **Laura Ann Miller**

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. 60173) (Gazetted 5 July 2023)

#### **People and Culture**

#### **People and Culture**

#### **Workforce Relations**

#### **Heather Eileen Ross**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$117,845 - \$126,715  
Canberra Health Services, Canberra (PN. 63442) (Gazetted 18 July 2023)

**Clinical Services**

**Women, Youth and Children's Health**

**Director of Nursing and Midwifery**

**Amelia Saunders**

From: Registered Midwife Level 1 \$72,698 - \$97,112  
Canberra Health Services  
To: Registered Midwife Level 2 \$100,957 - \$107,000  
Canberra Health Services, Canberra (PN. 29876) (Gazetted 14 August 2023)

**Chief Minister, Treasury and Economic Development**

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Service Assurance**

**Shirin Akter**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$87,364 - \$92,370  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14350) (Gazetted 15 September 2023)

**Economic development**

**Skills Canberra**

**VET Program Operations**

**Paromita Dey**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 4 \$78,785 - \$85,159  
Chief Minister, Treasury and Economic Development, Canberra (PN. 02409) (Gazetted 30 June 2023)

**Access Canberra**

**Corporate Support and Capability**

**Max Hillier**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$117,845 - \$126,715  
Chief Minister, Treasury and Economic Development, Canberra (PN. 02124) (Gazetted 26 October 2023)

**Budget, Procurement, Investment and Finance**

**Shared Services Finance**

**Financial Applications Support**

**David McKay**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Chief Minister, Treasury and Economic Development, Canberra (PN. 07468) (Gazetted 19 September 2023)

**Access Canberra**

**Construction, Utilities and Environment Protection**

**Utilities Technical Regulation**

**Katherine Musgrove**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 33712) (Gazetted 27 October 2022)

**Access Canberra**

**Morgan Potter**

From: Senior Professional Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development, Canberra (PN. 15323) (Gazetted 28 August 2023)

**Payroll & HR Systems**

**Payroll Services**

**Matthew Yarred**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 34549) (Gazetted 28 August 2023)

**Budget, Procurement, Investment and Finance**

**Shared Services Finance**

**Financial Applications Support**

**Yichi Zhang**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development, Canberra (PN. 10058) (Gazetted 19 September 2023)

**Community Services**

**Office of the Director General**

**Regulation, Assurance and Quality (RAQ)**

**Office of the Human Services Registrar**

**Britney Stevenson**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Community Services

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services, Canberra (PN. 39307) (Gazetted 13 July 2023)

**Education**

**SPID School Perform & Improve**

**N&GN North & Gung Network**

**GC/S Gold Creek School**

**Jaspreet Kaur**

From: School Assistant 2/3 \$53,566 - \$64,989

Education

To: Classroom Teacher \$75,004 - \$117,538

Education, Canberra (PN. 04219 ) (Gazetted 09 October 2023)

**Business Services**

**Infrastructure and Capital Works**

**Major Projects**

**Cathy Graham**

From: Infrastructure Officer 2 \$91,428 - \$105,186

Education

To: †Infrastructure Officer 3 \$115,193 - \$126,450  
Education, Canberra (PN. 62673) (Gazetted 16 August 2023)

**School Performance and Improvement**

**North Gungahlin Network**

**Throsby School**

**Simon Hulm**

From: Building Service Officer 3 \$75,931 - \$80,136  
Education

To: Building Service Officer 4 \$93,996 - \$107,322  
Education, Canberra (PN. 61116) (Gazetted 21 September 2023)

**Business Services**

**Infrastructure and Capital Works**

**Major Projects**

**Trent Neddrie**

From: Infrastructure Officer 2 \$91,428 - \$105,186  
Education

To: †Infrastructure Officer 3 \$115,193 - \$126,450  
Education, Canberra (PN. 62674) (Gazetted 16 August 2023)

**Office For Schools**

**North Gungahlin**

**Black Mountain School**

**Kathryn Taylor**

From: \$79,108 - \$117,538  
Education

To: †School Leader B \$157,341  
Education, Canberra (PN. 04051) (Gazetted 14 September 2023)

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.

**Environment, Planning and Sustainable Development**

**Environment, Heritage & Water**

**ACT NRM**

**Kie Barratt**

From: General Service Officer Level 5/6 \$62,078 - \$68,143  
Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Environment, Planning and Sustainable Development, Canberra (PN. 63075) (Gazetted 27 September 2023)

**Environment, Heritage & Waters**

**Office of the EGM**

**Office of Conservator Flora and Fauna**

**Eliza Larson**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370  
Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$138,476 - \$155,668  
Environment, Planning and Sustainable Development, Canberra (PN. 15701) (Gazetted 24 August 2023)

**Environment**

**ACT Parks and Conservation Service**

**Parks and Partnerships**

**Joel Patterson**

From: Ranger 3 \$78,785 - \$85,159

Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 18960) (Gazetted 5 September 2023)

**Justice and Community Safety**

**ACT Corrective Services**

**Custodial Operations**

**Wayne McCluskey**

From: General Service Officer Level 10 \$93,996 - \$107,322

Justice and Community Safety

To: †Building Trade Inspector \$103,883 - \$117,845

Justice and Community Safety, Canberra (PN. 34956) (Gazetted 28 August 2023)

**ACT Courts and Tribunal**

**ACT Civil and Administrative Tribunal**

**Elissa Steel**

From: Legal Officer Grade 1 \$70,680 - \$142,352

Justice and Community Safety

To: †ACT Courts and Tribunal Legal 2 \$154,663 - \$161,019

Justice and Community Safety, Canberra (PN. 41809) (Gazetted 16 August 2023)

**Public Trustee and Guardian**

**Le Tran**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety, Canberra (PN. 43924) (Gazetted 5 July 2023)

**ACT Emergency Services Agency**

**ACT Ambulance Service**

**Phenphan Weissel**

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: †Patient Transport Officer 1 \$62,860 - \$66,802

Justice and Community Safety, Canberra (PN. 48692) (Gazetted 26 October 2023)

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.

**Major Projects Canberra**

**Infrastructure Delivery Partners**

**Commercial Project Management**

**Chhavi Deswal**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Major Projects Canberra, Canberra (PN. 33946) (Gazetted 1 September 2023)

**Infrastructure Delivery Partners**

**Electrification of Government Gas Assets**

**Kanchan Dhuri**

From: Infrastructure Officer 3 \$115,193 - \$126,450

Major Projects Canberra

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Major Projects Canberra, Canberra (PN. 62246) (Gazetted 1 September 2023)

**Suburban Land Agency**

**Suburban Land Agency**  
**Development Delivery Group**  
**Greenfields - Molonglo**  
**Alex Sibenaler**

From: Infrastructure Officer 4 \$136,524 - \$155,109  
Environment, Planning and Sustainable Development  
To: †Infrastructure Officer 5 \$163,315  
Suburban Land Agency, Canberra (PN. 18778) (Gazetted 18 July 2023)

**Transport Canberra and City Services**

**Transport Canberra and Business Services**  
**Transport Canberra**  
**Bus Operations**  
**Natalie Fleming**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Transport Canberra and City Services  
To: †Senior Officer Grade C \$117,845 - \$126,715  
Transport Canberra and City Services, Canberra (PN. 35980) (Gazetted 14 September 2023)

**Chief Operating Officer**  
**Transport Canberra and City Services Finance**  
**Finance Business Partners**  
**Sarah Phan**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$93,996 - \$107,322  
Transport Canberra and City Services, Canberra (PN. 41849) (Gazetted 13 July 2023)