



ACT Government Gazette

Gazetted Notices for the week beginning 07 December 2023

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Health System Innovation and Performance

Health System Planning and Development

Health Services Planning and Program Support

Director Health Service Planning

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 29709)

Gazetted: 13 December 2023

Closing Date: 20 December 2023

Details: We are looking for an experienced health service planner to lead our team. We work collaboratively with health service providers, policy, non government organisations and primary health care service providers and consumer to determine future requirements for health service development and redesign to meet the needs of our community. We are looking for a leader who can lead a small team to develop innovative solutions to complex service planning issues, and has strong project management skills. To be successful you will have highly developed negotiation and liaison skills, including the ability to develop effective and ongoing relationships with a range of stakeholder groups. You will have excellent written skills and the ability to produce complex reports and high level documents.

Note: A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The selection process could be based on application and referee reports only.

How to Apply: Submit a two-page letter addressing the Selection Criteria outlined under "What You Require" and attach your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Dufty 0408792025 Tania.Dufty@act.gov.au

Infrastructure, Communication and Engagement Division

Infrastructure Policy and Planning Branch

Policy and Planning

Senior Director

Senior Officer Grade A \$162,291, Canberra (PN: 38834)

Gazetted: 12 December 2023

Closing Date: 26 December 2023

Details: Do you want to be part of the team shaping health infrastructure in the Territory? ACT Health is looking for talented, dedicated and highly motivated professionals to shape the development and delivery of the Health Infrastructure across the Territory.

You will work with a small team to deliver policy, advice and business cases for a range of Health Infrastructure Projects. You will be required to develop or support the development of complex briefings and advice to Government. You will be required to represent the ACT Health Directorate at a range of forums.

We are looking for positive people to be part of the Infrastructure Policy and Planning Branch. This is a unique and exciting opportunity to make a lasting contribution to the community of Canberra.

Who should apply:

People with relevant professional or technical qualifications or experience

Creative thinkers and proactive problem solvers who can anticipate risks and craft innovative solutions

Team players with a positive mindset.

If this sounds like you, we encourage you to apply!

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

Notes: This is a temporary position available for a period of three months with the possibility of extension up to less than 12 months and/or permanency. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

How to Apply: Please submit the following

Your curriculum vitae;

A two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and

The names and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Bladin (02) 6205 4393 Caitlin.Bladin@act.gov.au

Infrastructure, Communication and Engagement

Infrastructure, Communication and Engagement Executive Team

Infrastructure, Communication and Engagement Executive Team

Executive Officer

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 63956)

Gazetted: 13 December 2023

Closing Date: 20 December 2023

Details: Are you a solutions focused collaborator, with great attention to detail and ability to provide high quality support to executive? Then this might be the opportunity for you.

The ACT Health Directorate is seeking an enthusiastic Executive Officer who can hit the ground running in providing high level executive support to the Executive Group Manager, Infrastructure Communications and Engagement.

The position is responsible for coordinating and preparing advice on strategic, administrative, and operational matters to assist in decision making. The role is relied upon to provide high level administration support and will undertake a diverse range of tasks including coordinating and preparing strategic advice to the division executive on administrative and operational matters and manage a small team to manage and monitor clearances and workflows, and collating meeting papers.

The role is suited to someone who can build and maintain effective working relationships, is a strong writer, and can quickly get across issues and provide support and advice to Executive and teams across the division to achieve successful results.

The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results. This is a great opportunity for someone wanting to get a taste of working in a fast-paced executive office and working closely with executive.

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: Our workforce is currently working in a hybrid of home and Bowes Street in Woden.

The successful candidates will be provided information on how to work from home safely and effectively.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Loft (02) 6207 4592 Catherine.Loft@act.gov.au

Population Health Division

Health Protection Services

Pharmaceutical Services Section

Deputy Chief Pharmacist

Pharmacist Level 5 \$135,355 - \$152,377, Canberra (PN: 63114)

Gazetted: 13 December 2023

Closing Date: 3 January 2024

Details: The Deputy Chief Pharmacist leads a team of pharmacists and support staff to promote the safe and effective use of medicines in the ACT community. The position exercises legislative delegations to support health care professionals to prescribe medications according to the Medicines, Poisons, Therapeutic Goods Act 2008 and provides advice and recommendations to the Chief Pharmacist and Chief Health Officer. The Deputy Chief Pharmacist leads the day-to-day operations of the Pharmaceutical Services Section including determining work priorities, allocating resources and leading the operations team.

The Pharmaceutical Services Section (PSS) within ACT Health has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the *Medicines, Poisons and Therapeutic Goods Act 2008* and *Public Health Act 1997*. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring supplies from pharmacies through its prescription monitoring system.

Under the broad direction of Chief Pharmacist, Pharmaceutical Services Section the Deputy Chief Pharmacist will: Lead the regulatory operations team within the Pharmaceutical Services section (PSS), under direction of the Chief Pharmacist and in conjunction with Senior Pharmacists.

Ensure timely and efficient section outcomes including (but not limited to) controlled medicine prescribing approvals, prescription monitoring, licensing, inspections, investigations and medicine or medical device recalls. Provide professional supervision and leadership for all staff within the Operations section of PSS including direct management responsibility for Senior Pharmacists.

Conduct continual review and improvement of the PSS operational activities, including leading and implementing change within the section to deliver risk-based regulatory activities and robust decision making.

Provide support and input for complex operational and/or regulatory matters escalated from Senior Pharmacists. Conduct investigations and pursue enforcement actions for breaches of relevant legislation; including conducting formal interviews and preparing documents for disciplinary or legal action, and provide supervision and oversight of other staff performing investigations.

Provide high level advice to the Chief Pharmacist on operational and policy matters, including investigation activities and possible enforcement actions.

Prepare government correspondence and written material as necessary including briefs to the Minister, Chief Health Officer and ACT Health Executives.

Represent ACT Health and the Chief Pharmacist on committees or meetings as necessary, including national scheduling committees.

Lead or participate in policy development and quality improvement initiatives within PSS, Health Protection Service and ACT Health as required.

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

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: Be registered as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA) and possess a current driver's licence. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Notes: This is a temporary position available from 31 January for a period of six months with the possibility of extension up to 12 months and/or permanency.

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: Amanda Galbraith (02) 5124 9260 Amanda.Galbraith@act.gov.au

Infrastructure, Communication and Engagement

Infrastructure, Communication and Engagement Executive Team

Infrastructure, Communication and Engagement Executive Team

Executive Support Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 59339)

Gazetted: 12 December 2023

Closing Date: 26 December 2023

Details: Are you an administration whiz with excellent organisational skills? Then this might be the opportunity for you.

The Infrastructure Communication and Engagement Division within the ACT Health Directorate has a three-month opportunity for an enthusiastic team player who can hit the ground running in supporting the Division's executives. The role sits within a small team, responsible for coordinating and preparing advice on strategic, administrative, and operational matters to assist the Division and executive. This role will be relied upon to provide high level administration support to Executive Branch Managers and will undertake a diverse range of tasks including managing executive diaries, managing and monitoring clearances and workflows, coordinating input and government business tasks, and collating meeting papers.

The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results. This is a great opportunity for someone wanting to get a taste of working in a fast-paced executive office and working closely with executive.

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: Knowledge and understanding of best practice records management, and the ability to operate a variety of computer programs and databases such as APIAS, EMS, Objective and HPE Content Manager (TRIM) would be beneficial.

Notes: This is a temporary position available immediately for a period of three months with the possibility of extension up to 12 months and/or permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Leticia Santek (02) 5124 9878 Leticia.Santek@act.gov.au

Digital Solutions Division

Technology Operations

Technical Services Hub

Technical Specialist, Operational Database

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62827)

Gazetted: 11 December 2023

Closing Date: 25 December 2023

Details: The Technical Specialist, Operational Databases is responsible for:

Creating and managing the databases and ODB environments that serve production, reporting, disaster recovery, training, and non-production needs of the Digital Health Record.

Installing and maintaining the administrative and monitoring tools necessary for high levels of availability and performance of the system databases and underlying ODB environments for the Epic system.

Monitoring database and ODB system performance and troubleshooting issues, including through developing and maintaining scripts to improve system management tasks.

Assisting with planning and applying upgrades and updates to production and non-production databases and ODB environments in accordance with the ACT Health change and release management policies and processes.

Under direction configuring and maintaining databases and ODB environment copies according to the environment strategy.

Engaging in environment capacity planning exercises to ensure adequate system resources and a responsive Epic system.

Collaborating with other Technical Specialists, Epic and other third-party providers to ensure proactive support and responsive issue resolution.

Maintaining and testing processes related to business continuity.

Responding to emergency and after-hours issues.

Undertaking other duties appropriate to this level of classification that contribute to the Digital Health Record Program and Division.

Eligibility/Other requirements:

Highly Desirable

Unix skills using the command-line prompt, including navigating directory structures and file manipulation.

Database Administration skills and experience, including SQL Server.

Knowledge of a command shell (Korn, POSIX or C), plus scripting languages and utilities such as awk, sed, and Perl.

Understanding of operating system concepts such as user and group ownership and file permissions, file system/volume group configuration, etc.

Working knowledge of virtualisation platforms, Windows and Unix operating systems.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a two-page pitch addressing the selection criteria along with a CV and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Glenn Loughton (02) 5124 2379 Glenn.Loughton@act.gov.au

Policy, Partnerships and Programs

Funding Policy

Senior Analyst

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 59045)

Gazetted: 11 December 2023

Closing Date: 18 December 2023

Details: Are you interested in a job that will require you to draw upon an understanding of the complex health funding environment every day?

To be successful in this role, you will need excellent communication skills to effectively collaborate with other areas within the Health Directorate and our public hospital and health services, to critically analyse data and policies to improve funding outcomes for the ACT Government.

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

How to apply: Please provide a written response of maximum two pages, contact details of two referees and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helene Delany (02) 5124 9534 Helene.Delany@act.gov.au

Infrastructure, Communication and Engagement

Infrastructure Delivery Branch

Infrastructure Delivery

Project Director, Infrastructure Delivery

Infrastructure Manager/Specialist 2 \$187,632, Canberra (PN: 20833)

Gazetted: 11 December 2023

Closing Date: 25 December 2023

Details: Do you want to be part of the team shaping health infrastructure in the Territory? Working in the Infrastructure Delivery Team with the ACT Health Directorate Strategic Infrastructure Branch, you will have the opportunity to be involved in the development and delivery of Health Infrastructure.

ACT Health is looking for talented, dedicated and highly motivated professional who want the opportunity to lead the Infrastructure Delivery team in the planning and delivery of complex infrastructure projects. We are looking for team players to come and be part of the future of health care delivery in the ACT.

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.

Who should apply:

People with relevant professional or technical qualifications or experience

Creative thinkers and proactive problem solvers who can anticipate risks and craft innovative solutions

Team players with a positive mindset.

If this sounds like you, we encourage you to apply.

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

Note: Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

How to Apply:

your curriculum vitae.

a two-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and

the names and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Phil Burns 02 512 46276 Phil.Burns@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

Paediatric Gender Service

Staff Specialist/Senior Specialist – Gender Service - General Paediatrician

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 63928 - 02F89)

Gazetted: 08 December 2023

Closing Date: 1 January 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:

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 Division of Women, Youth and Children (WYC) provides a broad range of primary, secondary and tertiary healthcare services. Service provision is based on a family-centred, interdisciplinary approach to care, in partnership with consumers and other service providers.

The Canberra Health Services (CHS) Gender Service provides interdisciplinary support for children, young people, adults and their families with gender concerns or gender dysphoria in the ACT and surrounding regions. It aims to improve physical and mental health and quality of life outcomes for Trans and Gender Diverse people of all ages by providing care in which individuals feel safe, supported and listened to throughout their gender identity experience.

The CHS Gender Service is delivered by highly trained health workers using a trauma-informed, strengths-based approach that recognises the importance of protective factors, such as family and peer support, to reduce stigma and discrimination and optimise mental health outcomes. The service has two streams: the Paediatric Gender Service (PGS) and Adult Gender Service (AGS).

The PGS General Paediatrician will work with a multidisciplinary team, including psychosocial staff, relevant medical specialists, and other members of the care team, to provide high quality evidence-based assessment, intervention and support for people with gender concerns, or gender dysphoria. The purpose of this position is to deliver high level clinical services and leadership as part of the Paediatric Gender Service. The position will involve significant

liaison with peer support agencies, schools, specialist networks, statutory authorities, and other ACT Government bodies.

WYC are undergoing a program of continuous business improvements to inform best practices in the models of care as well as ensuring that the workforce and services are safe and sustainable. WYC are committed to rebuilding a positive workplace culture and are confident that we can deliver excellent health care to the community if we work together.

Duties: Under limited direction of the Divisional Clinical Director you will:

Work collaboratively as a member of the Paediatric Gender Service with Nursing, other Medical, and Allied Health professionals across the CHS Gender Services, and with external agencies and health care professionals, to facilitate comprehensive care for children and young people with gender concerns.

Provide high level clinical care and actively participate in clinical consultations, collaborative multi-disciplinary assessments, and team meetings to ensure the provision of safe, holistic care, in line with approved guidelines.

Provide leadership in the ongoing development of the Paediatric Gender Service, including quality improvement,

policy development, evaluation and review and contribute to research to support evidence based practice

Contribute to a positive workplace culture by building collegial professional relationships and demonstrating a commitment to proactively seeking solutions when issues arise.

Ensure compliance with local and territory plans, legislation, and CHS policy, effective access and discharge procedures, incident and complaints management, and operation and strategic planning.

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

For more information about this 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: Carolyn Petersons 02 5124 2214 carolyn.petersons@act.gov.au

Gastroenterology and Hepatology Unit

Outpatient Clinic Nurse - Gastroenterology and Hepatology

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 14079, several - 02DUN)

Gazetted: 07 December 2023

Closing Date: 10 December 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 Gastroenterology and Hepatology Unit (GEHU) consists of an endoscopy unit and outpatient clinics. The GEHU provides a range of gastroenterological interventional and diagnostic services including, but not limited to, gastroscopy, colonoscopy, bronchoscopy, endoscopic retrograde cholangiopancreatogram, endoscopic ultrasounds, and an Anorectal manometry service. The outpatient nurse clinics include direct access clinics, Preadmission clinic, managing the ERCP patients including inpatient and outpatient, and coordinating pre procedure preparation clinics. Please note previous applicants need not reapply and will be considered.

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 part-time permanent position at 32 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Alice Whitbread (02) 5124-3488 alice.whitbread@act.gov.au

CHS Chief Executive Officer

CHS Nursing and Midwifery and Patient Support Services

Nursing Clinical Support

Administrative Service Officer 3 - Nursing Support Services

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 63046 - 02FDI)

Gazetted: 11 December 2023

Closing Date: 14 December 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 Nursing & Midwifery and Patient Support Services (NMPSS) plays a key role in developing a collaborative and strategic approach to nursing & midwifery and patient support services for CHS.

The Division includes Nursing Support Services (including the E-Rostering Unit, the Nursing and Midwifery Resource Office, Nursing and Midwifery Workforce Unit, Tissue Viability Unit, Infection Prevention and Control Unit, Occupational Medicine Unit); and Patient Support Services (including Ward's persons, Hospital Assistants, Ward Clerks, the Central Equipment and Courier Service). In addition, the Division provides high quality strategic leadership and direction to the NMPSS workforce.

The Administration Officer will undertake various activities to assist with administration tasks across multiple areas of the Division of NMPSS.

Please note: previous applicants need not reapply and will be considered.

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.

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

Contact Officer: Leanne Muir (02) 5124 0992 Leanne.Muir@act.gov.au

Allied Health, Central Management

Clinical Supervisor Social Work

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 38558 - 02F6S)

Gazetted: 11 December 2023

Closing Date: 22 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:

The Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Clinical Supervisor – Social Work – position reports to the Assistant Director of Allied Health, MHJHADS.

The successful candidate will provide clinical supervision to Social Workers and other Allied Health staff consistent with Canberra Health Services (CHS), MHJHADS and Australian Association of Social Workers (AASW) policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of social work services and will be expected to apply this knowledge both to discipline specific and broader allied health contexts. In addition, the successful applicant will be expected to demonstrate a well-developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct.

Please note: Processing of outcomes will not commence until the New Year.

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

Note: This position is part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Charmaine Nicoll (02) 5124 1785 Charmaine.Nicoll@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental health Services

Team Manager - Child and Adolescent Mental Health Services (CAMHS), Health Professional Level 4

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 27585 - 02F73)

Gazetted: 08 December 2023

Closing Date: 22 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:

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 and two services; Eating Disorders and Perinatal Infant Mental Health Services who also provide clinical services to adults.

CAMHS Eating Disorder Clinical Hub (the Hub) and Eating Disorders Program (EDP) provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The Hub and EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

The temporary full time team manager's role will provide clinical leadership to the Eating Disorder Clinical Hub and Eating Disorder Program. This Team managerial role will include the daily management of a multidisciplinary service, including clinical leadership of intake, assessment, delivery of evidence-based treatment, care escalation and consultation and liaison. They will also be responsible for chairing multi-disciplinary team meetings, clinical case reviews and operational management of staff. The team manager will facilitate training, education, group work and provide clinical supervision to HP1, HP2, HP3, RN's, students and allied health assistants.

The role will also require the team manager to undertake professional development, participate and lead quality initiatives and the management of human, financial and physical resources, including work, health, and safety. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

The role is a Temporary Full-time role, 5 days per week .to backfill higher duties of the current team manager.

Please note: Processing of outcomes will not commence until the New Year.

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.

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

Note: This is a temporary position available for 11.5 months with the possibility of extension and/or permanency.

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

Contact Officer: Alex Cobb (02) 5124 1235 Alex.Cobb@act.gov.au

Women, Youth and Children

Clinical Director, Women Youth and Children

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 22940 - 02F5Y)

Gazetted: 08 December 2023

Closing Date: 1 January 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:

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

CHS is a vision and values-led organisation. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

The Division of Women, Youth and Children (WYC) provides a broad range of primary, secondary and tertiary healthcare services. Service provision is based on a family-centred, interdisciplinary approach to care, in partnership with consumers and other service providers.

WYC are undergoing a program of continuous business improvements to inform best practices in the models of care as well as ensuring that the workforce and services are safe and sustainable. WYC are committed to rebuilding a positive workplace culture and are confident that we can deliver excellent health care to the community if we work together.

The Division is seeking a highly motivated and experienced Clinical Director to provide medical leadership to Paediatrics, Neonatology, Obstetrics and Gynaecology Departments and the governance of a highly skilled workforce during a time of transformational change.

This position plays a significant role in ensuring sustainable and high-quality patient care delivery across the Territory and surrounding area in managing sustainable services, management of risk, workforce and medical governance. Strong professional leadership of the medical workforce and the ability to deliver on both the tactical and operational elements of the Clinical Director role are vital. In particular, well-being is a focus for WYC and a key objective for this role is to focus on the workforce experience through employee support, talent acquisition and retention and strengthening working conditions and culture.

The Clinical Director would not be expected to have a clinical background in the specialties within WYC. The role is focussed on strong governance and leadership across a mixed medical workforce. There is opportunity for the Clinical Director to undertake clinical work within their specialty area, noting that this would make up no more than 40% of workload.

Duties:

Under limited direction of the WYC Executive Director you will perform the following roles. You will:

Provide clinical leadership, as part of the Executive Team, to all lines of business within the Division to develop and deliver Clinical Services and Operational Plans.

Represent the Division and participate in strategy and planning across the Division and with external stakeholders to optimise future service delivery for the Division.

Proactively develop a positive workplace culture through providing professional support for the Unit leads and leading a culture of collaboration.

Through strengthening the Division's reputation as a great place to train and work, create a sustainable and effective medical workforce, with growth in clinical, research and teaching across all areas of the Division.

Lead and facilitate professional development and training requirements, including training accreditation, for medical staff within the Division. Collaborate with internal and external stakeholders with regards to training and education as needed.

In conjunction with the WYC leadership team, provide governance of quality and safety activities, guideline development, service redesign and model of care development and ensure that appropriate clinical governance structures are in place for the Department and the Division.

In partnership with the Executive Director and Medical Unit Leads, ensure timely workforce planning of medical staff and effective line management of medical staff including rostering, leave planning and performance management.

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

For more information about this role and how to apply, please click here to see the Position Description.

Contact Officer: Suzanne Pilkington 51247018 Suzanne.Pilkington@act.gov.au

Diversion Services

Clinical Nurse Consultant - Registered Nurse Level 3 Grade 2

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 44742, several - 02F6I)

Gazetted: 08 December 2023

Closing Date: 22 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:

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 7 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service, Drug Alcohol Sentencing List and Counselling and Treatment Services which includes Youth Alcohol & Drug Program (12-25 years old).

Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of Mental Health, Justice Health and Alcohol and Drug Services. This position is part of the ADS Diversion Service, located at Moore St Community Health Centre, Canberra.

The role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, ability to provide a range of psychological/counselling treatments and group work to adults.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Please note: Processing of outcomes will not commence until the New Year.

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.
Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
Contact Officer: Paul Davies (02) 5124 3285 Paul.T.Davies@act.gov.au

North Canberra Hospital

Surgical Division

North Canberra Hospital Clinical Director – Anaesthetics

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: LP6838 - 02FA4)

Gazetted: 07 December 2023

Closing Date: 12 December 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 role:

The clinical director is responsible for the medical governance, leadership and coordination of care for Anaesthesia and Pain Management Services, Surgical Division NCH. The clinical director is an experienced medical professional with specialty qualifications in anaesthetics and pain management, registration with the Australian Hospital Practitioner Regulation Agency (AHPRA), and a Fellow of the Australian and New Zealand College of Anaesthetics. The clinical director leads their medical professional group including specialists, registrars and junior medical officers. They have a critical role in supporting education and training for their workforce and in this position they have a key clinical leadership role within the organisation.

NCH is a major general hospital with Level 4 Role Delineation. The hospital supports a broad range of acute and sub-acute services including community based services to the Northside of ACT and Southern NSW. NCH provides surgical and pain management services for a number of services including Dental Surgery, Endoscopy, General Surgery, Gynaecology (including Oncology) and Obstetrics, Ophthalmology, Oral Maxillofacial Surgery, Orthopaedic Surgery, Otolaryngology Head and Neck Surgery (ENT), Plastic and Reconstructive Surgery, Urology Surgery and Vascular Surgery. NCH also works collaboratively with The Canberra Hospital which is the tertiary level surgical service in the ACT.

Under limited direction of the executive director, you will provide clinical leadership, professional supervision and support to staff including junior medical officers. You will:

Provide strong, visible and professional leadership within NCH, by role modelling the values and actively fostering a culture which values continuing professional development, collaboration and accountability.

Work collaboratively and in partnership with key members of the division and hospital to support operational, governance and strategic direction of the Surgical Division.

Facilitate contemporary practices, research, and the delivery of services to the highest professional standards.

Lead, manage and assume professional accountability for Medical management within the Anaesthesia Department to optimise patient care outcomes.

Develop and utilise staff, financial and other resources to provide quality cost- effective services, including developing and managing the department budget within approved funding.

Liaise with other service providers within and external to the hospital to promote a comprehensive local service network.

Promote and oversee the NCH component of the Registrar Training Program.

Provide advice on clinical and professional matters to senior management and represent the Department/profession as requires.

Actively support and participate in clinical governance and quality improvement activities enhancing best practice and patient safety.

Oversight of clinical medical practice and ongoing management of patients within the Division.

Management, monitoring and coordination of specific clinical governance processes to ensure patient safety including mortality & morbidity meetings, clinical review and investigation and active participation in the organisational wide clinical governance.

Supervise the recruitment, professional development, competencies and utilisation of the medical workforce to meet service and patient needs.

Manage personnel, professional and performance matters relating to the medical workforce in consultation with the Executive Director of Medical Services and Human Resources

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

Participate in the on-call roster.

About you:

Requirements/Qualifications:

Mandatory

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

Hold a Fellowship of the Royal Australian and New Zealand College of Anaesthetists (RANZCA) or an equivalent higher specialist qualification.

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

Demonstrated success in departmental leadership, including high level understanding and ability in human and financial resource management, communication, stakeholder engagement, consultation, negotiation and dispute resolution.

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.

Demonstrated ability to provide high level policy and service advice in regard to Anaesthesia and Pain Management Services.

Demonstrated ability to develop and implement a strategic plan for the Anaesthetic Department in consultation with other stakeholders.

Demonstrated understanding of and experience in clinical governance including safety & quality improvement activities.

Experience in professional education activities or projects including undergraduate and postgraduate programs.

Knowledge and Understanding of Australian & New Zealand College of Anaesthetists standards and their relationship to the training environment and accreditation.

Experience in the development of and participation in research projects with professional and/or direct service application.

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.

What you require:

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

Demonstrated experience in clinical supervision, teaching and professional development of junior medical staff and other relevant staff to foster safe clinical practice and development of the medical profession.

Demonstrated understanding of contemporary models of care in the anaesthetics and pain management setting including consultant and interdisciplinary led care and professional issues impacting on workforce retention.

Excellent interpersonal skills including effective negotiation and conflict resolution, and an ability to liaise effectively at all levels of work, and interact as part of a diverse professional team.

Ability to implement improvement and innovation in the clinical setting.

Demonstrated commitment to teaching, continuing education, research and quality improvement.

Demonstrated knowledge of, and ability to deliver quality assurance measures, research and best practice models of operation, within accreditation and organisational requirements.

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.

Note: A merit pool will be established from this recruitment process and will be used for the next 12 months to fill various positions both on a temporary and permanent basis with full-time and part-time opportunities available.

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

Contact Officer: Kim McNeilly (02) 6201 6436 Kim.McNeilly@calvary-act.com.au

Corporate and Finance

Senior Business Intelligence Specialist

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: LP7131 - 02F7X)

Gazetted: 11 December 2023

Closing Date: 25 December 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.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

The North Canberra Hospital, Performance Reporting Team provides performance data, information management and business intelligence (BI) services to stakeholders throughout Canberra Health Services, the hospital, its healthcare partners and the local area health network. We strive to keep executive and management up to date with meaningful, accurate and timely reporting that supports our performance framework and the making of informed decisions.

As an integral member of our technical delivery team, the Senior Business Intelligence Specialist is responsible for advising and leading allocated resources in all aspects regarding the development and ongoing support of critical enterprise BI reporting and visualisations.

Using your highly refined skills and experience as a Senior BI Specialist, you will design, develop and implement Microsoft SQL Server ETL processes to transform structured, unstructured and disparate source data into the target data objects accessible within our data holdings. These objects are specifically designed to support user-friendly dashboards, scorecards and reports that provide the opportunity for organisational, divisional and unit level performance analysis.

Under limited direction from the Performance and Reporting Manager, you will provide expertise and leadership to ensure NCH has unrivalled reporting capability using the Microsoft SQL Server and Business Intelligence tools. You will:

Develop and manage dashboards suitable for the target audience, which includes executive leadership, department managers and Healthcare partners.

Translate business requirements into specifications that will be used to drive BI design and configuration, including the creation and maintenance of documentation of requirements and business processes models.

Use ETL tools (currently MS SQL Server and Azure) to automate and load source data into our data holdings and develop data objects to optimise BI reporting and drill down.

Provide technical leadership, mentoring and cross training to other team members.

Develop recurring report and dashboard solutions to communicate key performance indicators to different stakeholders and new metrics to assess operational performance.

Monitor contemporary software developments to identify trends and opportunities to improve decision-making processes, visualisations and strategies.

Contribute to other activities that support team objectives and priorities

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

About you:

Requirements/Qualifications:

Highly Desirable

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in Healthcare Business Intelligence and/or a related IT role.

Extensive and relevant experience working with Azure services, SQL Server, Power BI and visualisation tools.

Contemporary experience working with data from a variety of source systems including; Digital health Records, clinical systems, payroll and HR systems, financial systems and MS Office tools.

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

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

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

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.

Contact Officer: Mick Barnes (02) 6201 6105 mick.barnes@act.gov.au

Paediatric Gender Service

Staff Specialist/Senior Specialist - Gender Service - Paediatric Endocrinologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 63929 - 02F86)

Gazetted: 08 December 2023

Closing Date: 1 January 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:

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 Division of Women, Youth and Children (WYC) provides a broad range of primary, secondary and tertiary healthcare services. Service provision is based on a family-centred, interdisciplinary approach to care, in partnership with consumers and other service providers.

The Canberra Health Services (CHS) Gender Service provides interdisciplinary support for children, young people, adults and their families with gender concerns or gender dysphoria in the ACT and surrounding regions. It aims to improve physical and mental health and quality of life outcomes for Trans and Gender Diverse people of all ages by providing care in which individuals feel safe, supported and listened to throughout their gender identity experience.

The CHS Gender Service is delivered by highly trained health workers using a trauma-informed, strengths-based approach that recognises the importance of protective factors, such as family and peer support, to reduce stigma and discrimination and optimise mental health outcomes. The service has two streams: the Paediatric Gender Service (PGS) and Adult Gender Service (AGS).

The Paediatric Endocrinologist will work with a multidisciplinary team, including psychosocial staff, relevant medical specialists, and other members of the care team, to provide high quality evidence-based assessment, intervention and support for people with gender concerns, or gender dysphoria. The purpose of this position is to deliver high level clinical services and leadership as part of the Paediatric Gender Service. The position will involve significant liaison with peer support agencies, schools, specialist networks, statutory authorities, and other ACT Government bodies.

WYC are undergoing a program of continuous business improvements to inform best practices in the models of care as well as ensuring that the workforce and services are safe and sustainable. WYC are committed to rebuilding a positive workplace culture and are confident that we can deliver excellent health care to the community if we work together.

Duties:

Under limited direction of the Divisional Clinical Director you will:

Work collaboratively as a member of the Paediatric Gender Service with Nursing, other Medical, and Allied Health professionals across the CHS Gender Services, and with external agencies and health care professionals, to facilitate comprehensive care for children and young people with gender concerns.

Provide high level clinical care and actively participate in clinical consultations, collaborative multi-disciplinary assessments, and team meetings to ensure the provision of safe, holistic care, in line with approved guidelines.

Provide leadership in the ongoing development of the Paediatric Gender Service, including quality improvement, policy development, evaluation and review and contribute to research to support evidence based practice

Contribute to a positive workplace culture by building collegial professional relationships and demonstrating a commitment to proactively seeking solutions when issues arise.

Ensure compliance with local and territory plans, legislation, and CHS policy, effective access and discharge procedures, incident and complaints management, and operation and strategic planning.

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

For more information about this 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: Carolyn Petersons 02 5124 2214 carolyn.petersons@act.gov.au

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Facilities Management

Administration Support Officer - Facilities Management

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 35579 - 02F9M)

Gazetted: 12 December 2023

Closing Date: 26 December 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:

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

Capital Project Delivery.

Facilities Management.

Minor Works Team and Off-Site Maintenance.

Safety and Risk.

Domestic and Environmental Services.

Food Services.

Sterilising Services.

Security Services.

Fleet Management.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

The Administrative Support Officer role will report to the Manager Business Operations and will be responsible for receiving inbound calls and emails in relation to customer services which includes work requests, enquiries, quote requests and problem solving. Administration will manage all requests that come through to the Facilities Management office from the various stakeholders and triage accordingly. The role also provides support to the Facilities Management office. The Facilities Management office is staffed between 7:00am and 4:00pm.

The successful applicant will be working as part of a team in a busy and dedicated health environment. You will need to effectively communicate and liaise with members of the public and staff at all levels whilst providing reception and data entry support.

Please note: Processing of outcomes will not commence until the New Year.

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.

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

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

Contact Officer: Loretta Bettiens 0434 366 673 Loretta.Bettiens@act.gov.au

CNC RN 3.1 Child and Adolescent Short Stay Service

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 63432 - 02F97)

Gazetted: 08 December 2023

Closing Date: 15 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

An exciting opportunity exists to join the team in the Department of Paediatrics as the Clinical Nurse Coordinator for Paediatric Child and Adolescent Short Stay Service. You will contribute to the strategic direction and clinical governance of the Paediatric Services.

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.

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

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

Contact Officer: Shannon Reakes 0481 452 565 Shannon.Reakes@act.gov.au

CHS Clinical Services

Cancer and Ambulatory Services

Cancer Services

Administration Officer - Cancer and Ambulatory Services

Administrative Services Officer Class 2/3 \$64,744 - \$78,177, Canberra (PN: 36119, several - 02F8B)

Gazetted: 08 December 2023

Closing Date: 22 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:

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 the support functions for ambulatory and community health including the Central Intake team, Central Outpatients, Walk-in Centres and Transcription.

The Administration Officers work with the wider departments to provide administrative support to the Division for people accessing cancer services.

This position involves a high level of consumer contact through a variety of communication methods to provide high quality service.

Please note: Processing of outcomes will not commence until the New Year.

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.

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

Contact Officer: Debra Schell (02) 5124 8309 Debra.Schell@act.gov.au

Forensic Mental Health Services

Psychologist / Psychology Registrar - Forensic Mental Health Services

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 19279 - 02F0A)

Gazetted: 07 December 2023

Closing Date: 13 December 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 Role:

This is an exciting opportunity for entry into a two-year specialist psychology graduate program with Forensic Mental Health Services. The role will involve rotating through and working in our custodial, inpatient, and community-based Forensic Mental Health services over a two-year period to gain experience across all areas of Forensic Mental Health.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth, and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable, yet integrated service components as follows:

Custodial Mental Health Services (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

Forensic Inpatient Mental Health Services including:

Dhulwa and Gawanggal Mental Health Units

Forensic Community Mental Health Services (CMH) including:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

The successful applicant will be employed on a temporary 12-month contract as a Health Professional Level 1.5, and they will be transferred to a Health Professional Level 2.6 in the second year.

Psychologists working within FMHS are supported via access to regular clinical supervision by Board of Psychology Approved Supervisors, a collaborative and multidisciplinary team environment. Staff are provided with specialist training and are supported to maintain continuing professional development appropriate to area of service provision, such as attendance at group supervision, research groups and/or in-services.

Psychology Registrars will be supported to complete their registrar program through the provision of fortnightly secondary supervision relevant to area of endorsement. Primary supervision may be able to be provided in some circumstances.

Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

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 24 months with possibility of extension and/or permanency.

Contact Officer: Lauren Hendry 02-5124-1813 lauren.hendry@act.gov.au

CHS Clinical Services

Women, Youth and Children's Health

Women, Youth and Children Community Health Programs

Child and Adolescent Immunisation Registered Nurse - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 16280 - 02F80)

Gazetted: 07 December 2023

Closing Date: 28 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

This is an exciting opportunity to join the Child and Adolescent Immunisation Team (CAIT) who provide the high school immunisation program, kindergarten health check program, early childhood immunisation clinics and the seasonal influenza program for under 5's. You will have the opportunity to work across all four programs. We have various part time positions available for 6-12 months.

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.

Note: This is a temporary position available for 6 to 12 months with the possibility of extension and/or permanency. This position is part-time at 24 hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Louise Hawkins (02) 5124 1602. Louise.Hawkins@act.gov.au

Surgical Services

Clinical Nurse Consultant - Registered Nurse Level 3 Grade 2

Registered Nurse Level 3.2 \$130,846, Canberra (PN: LP8204 - 02F6M)

Gazetted: 11 December 2023

Closing Date: 25 December 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.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

The Division of Surgery is responsible for delivering post-operative care, Ward 6W is a 24 bed inpatient ward.

The Clinical Nurse Consultant for the Surgical Ward 6W is responsible for operational management and leadership of 6W, within the clinical environment including the management of nursing workloads. Applicants must have demonstrated high level of management, communication, leadership and expertise in co-ordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality patient care. This is based on best practice principles within a collaborative and multidisciplinary framework.

NCH is a major general hospital with Level 4 Role Delineation. The hospital supports a broad range of acute and sub-acute services including community based services to the Northside of ACT and Southern NSW. NCH provides surgical and pain management services for a number of services including Dental Surgery, Endoscopy, General Surgery, Gynaecology (including Oncology) and Obstetrics, Ophthalmology, Oral Maxillofacial Surgery, Orthopaedic Surgery, Otolaryngology Head and Neck Surgery (ENT), Plastic and Reconstructive Surgery, Urology Surgery and Vascular Surgery. NCH also works collaboratively with The Canberra Hospital which is the tertiary level surgical service in the ACT.

The position is full time temporary working Monday to Friday within business hours and reports to the Assistant Director of Surgery (ADON).

Under limited direction of the Assistant Director of Nursing you will perform the day-to-day operational management of services within the unit including management of nursing workloads / models of care and patient flow both internal and external to the unit. The CNC will provide expert clinical leadership and management within a multidisciplinary framework, embed, and maintain the National Safety and Quality Health Service Standards at a unit level as well as develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. You will:

Provide strong leadership for nurses in all aspects of clinical practice and models of care including planning, implementing, and evaluating professional development, managing education, research, teaching, workforce planning and quality work environment for the unit;

Be accountable for the flexible allocation of human and financial resources within the unit to ensure achievement of an agreed level of service and reporting of variances against agreed targets;

Provide strong leadership to and develop nursing staff within the designated clinical area, providing an environment that encourages regular feedback and fosters innovation to meet the constant demands within the clinical healthcare setting as well as ensuring that performance management agreements are in place and discussed regularly;

Lead, co-ordinate and work in partnership with the multidisciplinary team to facilitate change management initiatives to achieve the strategic objectives of Canberra Health Services (CHS) and to achieve the NSQHS standards;

Ensure the development, maintenance and review of clinical guidelines/procedures/policies are aligned with the strategic goals of the Division of Surgery (DOS) and CHS and align with the NSQHS standards;

Monitor relevant key performance indicators, quality data and formulate appropriate management plans to achieve this;

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

About you:

Requirements/Qualifications:

Mandatory

Relevant Tertiary Nursing qualifications and a minimum of 5 years' experience working professionally in an acute surgical setting.

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

This is a Monday – Friday position working business hours and excludes public holidays.

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

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

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

Desirable

Relevant post graduate qualification and demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

A proactive and enthusiastic willingness to learn.

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:

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.

Contact Officer: Nyree-Ann Rudd (02) 6201 6180 Nyree-Ann.Rudd@act.gov.au

Quality and Safety

Clinical Incident Reviewer Nurse Level 2 - Registered , Health Practitioner Level 3

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 602561 - 02F92)

Gazetted: 07 December 2023

Closing Date: 18 December 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.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

The Clinical Incident Reviewer's primary function is to assist in clinical incident management processes across all NCH divisions. The position reports to the Clinical Incident and Consumer Feedback Coordinator, Quality and Safety Unit.

Under limited direction of the Clinical Incident and Consumer Feedback Coordinator you will

Review clinical incidents lodged through the clinical incident reporting system for outcome rating accuracy, completeness and application of classification.

Ensure incident is assigned to relevant area or manager for investigation, including distribution to relevant staff as required.

Provide advice and support to North Canberra (NCH) hospital staff on the use of the clinical incident reporting system.

Assist in the coordination of local immediate investigation processes for serious clinical incidents.

Undertake incident investigation in line with the NCH Incident Management policy and procedure.

Assist to deliver and evaluate clinical incident management education and training, review of tools/templates, and educational resources, including incident investigation methodology in a clinical environment.

Participate in quality improvement initiatives to improve patient safety, patient experience, and clinical effectiveness as directed.

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

About you:

Requirements/Qualifications:

Mandatory

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or self-regulating governing body.

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:

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.

Contact Officer: Louise Botha (02) 6201 6111 louise.botha@act.gov.au

Walk-in Centres

Registered Nurse Level 4 Grade 2 - Nurse Practitioner

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 61562, several - 02F6U)

Gazetted: 07 December 2023

Closing Date: 15 January 2024

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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers 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, and the Walk-in Centres.

The Walk- in Centres are a nurse-led primary health service that provides episodic care for minor injury and illness to the community. The Walk-in Centres are staffed by Advanced Practice Nurses and Nurse Practitioners.

Advanced practice Nurses work within the scope provided by Clinical treatment Protocols and Medication Standing Orders. Nurse Practitioners provide autonomous care to our patients, using advanced clinical assessment skills, experience, and expertise to assess, diagnose and treat patients who present to the WiCs. Nurse Practitioners work within the scope provided through their endorsement and through the organisations documented scope of practice.

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.

Undertake primary health care clinical training and education and the objective structured clinical examination (OSCE) assessments prior to working autonomously in the WiC. The OSCE assessment must be passed during the probation period for permanent appointment.

Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services.

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.

Contact Officer: Anne Douglas 0434 945 109 Anne.Douglas@act.gov.au

Revenue and Financial Services

Administrative Support Officer - Revenue and Financial Services

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 11191, several - 02F6V)

Gazetted: 07 December 2023

Closing Date: 14 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:

Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

As part of the Revenue and Hospital Financial Services team you will be part of a small team that provides secretariate support to multiple committees relating to Private Practice Funds and the administration of Medical Education Expenses (MEE) in conjunction with the Medical Practitioners Enterprise Bargaining Agreement (EBA).

POSITIONS AVAILABLE: There are currently two positions available within the Private Practice Fund and MEE Administration Team. There will be a merit list created from this process that we will look to utilise for suitable vacancies within the Revenue and Hospital Financial Services area for the next 12 months.

Please note: Processing of outcomes will not commence until the New Year.

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.

Contact Officer: Shannon Reeves (02) 5124 9075 Shannon.Reeves@act.gov.au

Dentist Level 1-2

Dentist Level 1-2 \$83,751 - \$101,699 (up to \$152,377 dependent on qualifications), Canberra (PN: 25853, several - 02F30)

Gazetted: 07 December 2023

Closing Date: 1 January 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:

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](#)

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

Gungahlin Community Health Centre – Six dental chairs

Belconnen Community Health Centre – Eleven dental chairs

City Community Health Centre - Ten dental chairs

Phillip Community Health Centre - Ten dental chairs; and
Tuggeranong Community Health Centre - Five chairs.

Alexander Maconochie Centre (AMC)

The Canberra Hospital

Calvary Public Hospital

Calvary John James Hospital

Mobile Dental Clinics -

Nursing home mobile dental clinic

School mobile dental clinic

Targeted Access Program mobile dental clinic

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

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

Duties:

Under limited direction of the Senior Dental Officer, you will service the OHS clientele. You will:

Provide dental services to eligible clients across all OHS service delivery locations, these locations include the Belconnen Health Centre, Civic Health Centre, Phillip Health Centre, Tuggeranong Health Centre, Gungahlin Health Centre, Hume Health Centre within the Alexander Maconochie Centre and the OHS Mobile Dental Clinics, as well as the major Canberra public hospitals.

Undertake examination, diagnosis and dental treatment for clients within the approved scope of clinical practice and consult with and provide advice to other professional staff.

Plan and participate in Quality Improvement programs to ensure the highest clinical standards.

Participate in continuing professional development, performance appraisal and development.

Provide clinical supervision to trainee Dental Assistants and Dental Students.

Provide preventive care, oral health education and instruction.

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

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

For more information about the position and how to apply, please click here to see the Position Description.

Note: These are temporary positions available for six - 12 months with possibility of extension and or permanency.

Contact Officer: Elise Beachley 0466479653 elise.beachley@act.gov.au

CHS Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Services

Dentist Level 1-2

Dentist Level 1-2 \$83,751 - \$101,699 (up to \$152,377 dependent on qualifications), Canberra (PN: 25853, several - 02F30)

Gazetted: 12 December 2023

Closing Date: 1 January 2024

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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City Community Health Centre - Ten dental chairs

Phillip Community Health Centre - Ten dental chairs; and

Tuggeranong Community Health Centre - Five chairs.

Alexander Maconochie Centre (AMC)

The Canberra Hospital

Calvary Public Hospital

Calvary John James Hospital

Mobile Dental Clinics –

Nursing home mobile dental clinic

School mobile dental clinic

Targeted Access Program mobile dental clinic

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

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

Duties:

Under limited direction of the Senior Dental Officer, you will service the OHS clientele. You will:

Provide dental services to eligible clients across all OHS service delivery locations, these locations include the Belconnen Health Centre, Civic Health Centre, Phillip Health Centre, Tuggeranong Health Centre, Gungahlin Health Centre, Hume Health Centre within the Alexander Maconochie Centre and the OHS Mobile Dental Clinics, as well as the major Canberra public hospitals.

Undertake examination, diagnosis and dental treatment for clients within the approved scope of clinical practice and consult with and provide advice to other professional staff.

Plan and participate in Quality Improvement programs to ensure the highest clinical standards.

Participate in continuing professional development, performance appraisal and development.

Provide clinical supervision to trainee Dental Assistants and Dental Students.

Provide preventive care, oral health education and instruction.

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

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

For more information about the position and how to apply, please click here to see the Position Description.

Note: This is a temporary position available for 6 to 12 months with the possibility of permanency.

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

Contact Officer: Elise Beachley N/A elise.beachley@act.gov.au

North Canberra Hospital

Allied Health and Palliative Care

Clinical Pharmacist - PH2

Pharmacist Level 2 \$83,837 - \$101,321, Canberra (PN: 600319, several - 02FAL)

Gazetted: 13 December 2023

Closing Date: 19 January 2024

What can we offer you:

- City living without the traffic.
- 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 Department

NCH Pharmacy has approximately 38 FTE positions, of which 28 are pharmacist positions. Our hours of operation are from 0800 to 1730 Monday to Friday, and a 0800 to 1700 service on Saturdays, Sundays and Public Holidays. An on-call pharmacist service is maintained outside of core hours, and a rotational roster arrangement is used to manage the weekend service requirements.

Our Pharmacy Vision – Leaders in pharmacy. The workplace of choice to deliver excellence in medicine management

Our Pharmacy Mission – A strong, innovative and inclusive team who collaborate to provide optimal medication management

Our Pharmacy Values – integrity, excellence and innovation, caring and Inclusive, stewardship and sustainability, collaborative

Currently, the department provides clinical pharmacy services using a complete digital health record to various specialty areas including critical care, emergency care, coronary care, stroke/neurology, general medical, general surgical, palliative care, maternity, women's health, pre-admission clinic, hospital in the home and mental health, as well as dispensary and non-sterile manufacturing services. We also offer a pharmacy residency program, and a wide range of teaching opportunities. Over the next 5 years we plan to develop our services to include team based pharmacy services, Partnered Pharmacist Medication Charting (PPMC), enhanced use of technologies, extended scope pharmacy technician roles and further development of the clinical pharmacy workforce. We are committed to providing a safe environment for our staff and our patients.

About the Role

We are seeking numerous clinical pharmacists to join our friendly and supportive team. Permanent and fixed term positions are available.

Under general direction you will:

Provide a clinical pharmacy service following the Society of Hospital Pharmacists Australia, Standards of Practice for Clinical Pharmacy Services. This includes but is not limited to; admission medication history and reconciliation, review of medication orders to ensure clarity, validity and appropriateness, therapeutic drug monitoring, assessment and ongoing monitoring of medication management, documentation of pharmacist interventions and medication incidents, discharge planning and facilitation, participation in clinical decision-making and provision of medicines information to patients and health professionals.

Participate in health promotion activities (i.e. cardiac rehab), research programs and departmental quality improvement projects.

Participate in the education of relevant hospital staff including nursing, medical and allied health. This may include activities such as assisting with ward in-services and the Junior Medical Officer teaching program.

Participate in a range of training and education activities (i.e. attendance and contribution to clinical pharmacist meetings as rostered, assist with the facilitation of intern pharmacist and medical student tutorials) and assist with the supervision of pharmacy students and intern(s).

Promote at every opportunity, quality use of medicines (QUM) principles, ensuring correct prescribing, and compliance with Drugs and Therapeutics Committee endorsed prescribing restrictions and protocols.

Dispense individual prescriptions for inpatients, outpatients and patients on discharge using established principles, techniques and methods.

Assist with the receipt, storage and distribution of pharmaceuticals and maintain accurate records in the process.

Prepare non-sterile extemporaneous and sterile pharmaceuticals after completion of relevant theoretical and practical training.

Perform other duties within scope of practice as determined by Lead Pharmacists and the Director of Pharmacy.

Participate in weekend, after-hours and on-call work as needed according to the departmental roster.

What you require

Mandatory

Registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum of 2 years' full time equivalent experience as a registered pharmacist in an Australian hospital environment (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

Able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level or have completed a SHPA Foundation Residency program

Highly Desirable

Undertaking relevant advanced training/postgraduate study.

Membership with a relevant professional organisation and/or relevant special interest groups e.g. Society of Hospital Pharmacists of Australia.

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

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: There are several permanent and temporary positions available.

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

Contact Officer: Miriam Lawrence (02) 6201 6266 Miriam.Lawrence@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

MHJHADS Business Support Services

Administrative Service Officer 3 - Tribunal Liaison Assistant

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 23013 - 02FCG)

Gazetted: 13 December 2023

Closing Date: 29 December 2023

Details:

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 Tribunal Liaison Assistant reports to the Tribunal Liaison Officer and is expected to provide administrative support to clinical staff and their teams. The service aims to provide collaborative care involving the consumer, their carers and other key services. This also includes the provision of high-quality customer service.

Please note: Processing of outcomes will not commence until the New Year.

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.

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

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

Contact Officer: Charmain Roberts (02) 5124 5410 Charmain.Roberts@act.gov.au

North Canberra Hospital

Nursing and Midwifery

Discharge and Veteran's Liaison Officer- Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: LP7779 - 02FBD)

Gazetted: 13 December 2023

Closing Date: 29 December 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.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

The Discharge and Veteran's Liaison Officer will work in collaboration with the multidisciplinary team to co-ordinate discharge planning and referral for patients with complex needs. They ensure the discharge plan is patient centred, adheres to best practice and facilitates safe and timely transfer of care between the acute care setting and the discharge destination.

Under limited direction of the Patient Flow Unit Manager you will perform your role within the multi-disciplinary team to coordinate discharges in a safe, appropriate, and timely manner. You will:

Working independently and in conjunction with other health professionals to lead and coordinate safe, appropriate, and timely discharge of patients from inpatient units to achieve targeted date of discharge

Adopt an 'early intervention' approach and actively participate in family meetings to support patients and families through the discharge process ensuring patient centred care

Co-ordinate multi-disciplinary and handover meetings to discuss management plan and discharge destination

Provide support, as necessary to Veterans who hold a Department of Veteran Affairs (DVA) issued Gold or White Card admitted to North Canberra Hospital. Liaise with DVA community services to ensure seamless transfer of care.

Co-ordinate, within tight time frames, the safe discharge/ transfer of patients from the unit on day of discharge including organising the transport and all relevant discharge documentation. Maintain effective communication with the multi-disciplinary team throughout this process to ensure hospital discharge times are met.

Develop and maintain effective networks with a range of internal/external stakeholders and service providers.

Remain current in specialised knowledge, expertise and skills through continuing professional development and ongoing education.

Support safe and evidence-based practice collaboratively through:

Facilitation of evidence-based quality improvement activities that reflect the changing trends in service delivery and align with the National Safety and Quality Health Service (NSQHS) Standards.

Support of policy change and new clinical initiatives to foster a dynamic workplace.

Communicate effectively and appropriately (verbally and in writing) using consistent and transparent processes including the ability to communicate effectively with clients who have a cognitive impairment.

Provide leadership and promote a commitment to high quality customer service principles and practices as a role model for junior and new graduate staff within scope of practice.

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

About you:

Requirements/Qualifications:

Mandatory

Registered as a Registered Nurse (Division 1) with the Australian Health Practitioner Regulation Agency (AHPRA).

The successful applicant will need to be available to work Monday to Friday 76 hours per fortnight

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:

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.

Note: A merit pool will be established from this recruitment process and will be used for the next 12 months to fill various positions both on a temporary and permanent basis with full-time and part-time opportunities available.

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

Contact Officer: Maisy Yeung (02) 6201 6564 puisheung.yeung@act.gov.au

**North Canberra Hospital
Allied Health & Palliative Care**

Clinical Pharmacist (Rotational) Pharmacist Level 3

Pharmacist Level 3 \$109,197 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: LP8046, several - 02FDZ)

Gazetted: 13 December 2023

Closing Date: 19 January 2024

Details: City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! [Click here Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

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 Department

NCH Pharmacy has approximately 38 FTE positions, of which 28 are pharmacist positions. Our hours of operation are from 0800 to 1730 Monday to Friday, and a 0800 to 1700 service on Saturdays, Sundays and Public Holidays. An on-call pharmacist service is maintained outside of core hours, and a rotational roster arrangement is used to manage the weekend service requirements.

Our Pharmacy Vision – Leaders in pharmacy. The workplace of choice to deliver excellence in medicine management

Our Pharmacy Mission – A strong, innovative and inclusive team who collaborate to provide optimal medication management

Our Pharmacy Values – integrity, excellence and innovation, caring and Inclusive, stewardship and sustainability, collaborative

Currently, the department provides clinical pharmacy services using a complete digital health record to various specialty areas including critical care, emergency care, coronary care, stroke/neurology, general medical, general surgical, palliative care, maternity, women's health, pre-admission clinic, hospital in the home and mental health, as well as dispensary and non-sterile manufacturing services. We also offer a pharmacy residency program, and a wide range of teaching opportunities. Over the next 5 years we plan to develop our services to include team based pharmacy services, Partnered Pharmacist Medication Charting (PPMC), enhanced use of technologies, extended scope pharmacy technician roles and further development of the clinical pharmacy workforce. We are committed to providing a safe environment for our staff and our patients.

About the Role

We are seeking numerous clinical pharmacists to join our friendly and supportive team. Permanent and fixed term positions are available.

Under general direction you will:

Apply advanced knowledge, skills, professional judgement and initiative in the delivery of clinical pharmacy services, providing high level medication management services and interventions (according to relevant SHPA Standards of Practice) across a range of clinical specialties.

Provide high level advice and recommendations through effective negotiation and liaison with a patient centred, multidisciplinary approach.

Contribute to the planning and delivery of training, education and professional development activities for the pharmacy department, hospital staff and students.

Participate in the Pharmacy Residency Program as a preceptor for NCH SHPA Residents; applying skills attained through appropriate training and assessment qualifications.

Initiate and coordinate quality improvement projects, research activities, policy and procedure development and review and promote the quality use of medicines (QUM) and medication safety through liaison and networking within the hospital, external agencies/groups and professional bodies.

Maintain continuing professional development and current clinical knowledge to ensure ongoing standards of high quality medication management are provided.

Promote at every opportunity, QUM principles, ensuring correct prescribing, and compliance with Drugs and Therapeutics Committee endorsed prescribing restrictions and protocols.

Dispense individual prescriptions for inpatients, outpatients and patients on discharge using established principles, techniques and methods.

Assist with the receipt, storage and distribution of pharmaceuticals and maintain accurate records in the process.

Participate in and supervise the preparation of sterile and non-sterile extemporaneous pharmaceuticals

Perform other duties within scope of practice as determined by Lead Pharmacists and the Director of Pharmacy.

Participate in weekend, after-hours and on-call work as needed according to the departmental roster.

What you require

Mandatory

Registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum of 4 years' full time equivalent experience as a registered pharmacist in an Australian public hospital environment (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

Able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level or have completed a SHPA Foundation Residency program

Highly Desirable

Holds relevant postgraduate qualifications of at least Graduate Diploma level.

Advancing Practice credentialed (or working towards).

Membership with a relevant professional organisation and/or relevant special interest groups e.g. Society of Hospital Pharmacists of Australia.

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

Position selection criteria

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

Ability to adhere to the philosophy, mission and values of North Canberra Hospital and the NCH Pharmacy.

Demonstrated advanced knowledge and skill in clinical pharmacy and therapeutics (consistent with at least 4 years' post-registration experience and the SHPA Standards of Practice for Clinical Pharmacy) with an ability to apply this to practical situations.

High level interpersonal, written and oral communication skills with the ability to effectively interact with all levels of hospital staff, patients and carers.

An ability to work as part of a multi-disciplinary team.

Demonstrated ability to prioritise and manage complex caseloads, meet deadlines and complete duties.

Demonstrated initiative and ability to problem solve complex clinical and practical dilemmas.

Demonstrated QI and research skills in the areas of policy and procedure development and review; quality use of medicines projects and medication safety.

Demonstrated ability in teaching, clinical supervision, training and assessment; including the application of adult learning principles within the pharmacy department and wider organisation.

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: there are both permanent and temporary position available.

Contact Officer: Miriam Lawrence (02) 6201 6266 Miriam.Lawrence@act.gov.au

CHS Clinical Services

Medicine

Clinical Services

Nurse Level 2 - Registered

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 24654 - 02FAW)

Gazetted: 13 December 2023

Closing Date: 29 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.

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

Canberra Health Services (CHS) is undergoing massive growth, and we want you to be a part of our team!

The Medical Wards offer inpatient care to patients admitted with complex conditions and associated complications.

The core priorities of this position are to collaborate with the 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.

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

Contact Officer: Jo Lewis (02) 5124 4217 Jo.Lewis@act.gov.au

North Canberra Hospital

Allied Health and Palliative Care

Clinical Dietitian - Health Professional Level 2

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: LP9037 - 02FAS)

Gazetted: 13 December 2023

Closing Date: 5 January 2024

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.

About the role:

We are looking for a clinical dietitian at the HP2 level to join our busy and innovative nutrition and dietetics team.

Caseloads may include medical, stroke, surgical, critical illness, mental health, palliative care and frail aged. The

position works within a dynamic multidisciplinary team and has strong professional support.

Under direction of the Director Dietetics and Nutrition, you will:

Provide appropriate clinical assessment and interventions using established principles, techniques and methods with support.

Consult and liaise with relevant individuals and other service providers to facilitate effective service provision and improve clinical outcomes for patients.

Complete clinical and administrative data collection and evaluation to standard.

Participate in the development, analysis, evaluation and planning of Nutrition team and program related services throughout NCH, as required.

Participate in implementation and co-ordination of clinical governance activities, quality improvement projects, research programs and health promotion in areas relevant to the service.

Participate in supervision, continuing professional development and performance appraisal and development.

Provide professional supervision, teaching and training to other staff and students, as directed.

Undertake other duties as directed, appropriate to a HP2 and within the approved scope of clinical practice ensuring the delivery of person centred, safe and high quality patient care.

About you:

To be successful in this role you will have a strong focus on providing safe, high quality nutrition and dietetic services while working as an effective team member, maintain standards of documentation, reporting and data management, participate in nutrition education programs, professional development, student supervision, staff appraisal, evidence-based practice and quality improvement activities. You will be an enthusiastic dietitian wanting to become part of a committed and supportive team.

Mandatory

Relevant undergraduate or postgraduate qualification in Nutrition and Dietetics and a minimum of 1 years experience working professionally in Nutrition and Dietetics.

Eligible for membership of Dietitians Australia (DA), and eligible to hold the Accredited Practising • Dietitian (APD) credential.

Hold a current driver's licence.

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.

Note: This is a temporary position available for a period of six months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Judith Williams (02) 6201 6072 judith.williams@act.gov.au

North Canberra Hospital

Medical & Mental Health

Patient Flow Manager/ Electroconvulsive Therapy Coordinator (ECT)

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 600715 - 02FBQ)

Gazetted: 13 December 2023

Closing Date: 5 January 2024

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.

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 combined Registered Nurse 3.1 Patient Flow Manager /Electroconvulsive Therapy Coordinator (ECT) role within North Canberra Hospital (NCH) Mental Health services, leads and supports quality patient health outcomes by ensuring optimal patient flow management and ensuring ECT practice at North Canberra Hospital (NCH) is safe, efficient and effective.

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 Assistant Director of Nursing Mental Health, Clinical Nurse Consultant, Shift Team Leader, After Hours Hospital Managers Other team members – nursing, medical, allied health and ward support officers, Volunteers, Patients, families and the general community.

Under limited direction of the Mental Health ADON you will perform the role of Registered Nurse level 3.1 Mental Health Patient Flow Manager/ Electroconvulsive Therapy Coordinator (ECT). You will:

Coordination and provision of patient centred care regarding all aspects of patient flow and ECT therapy at North Canberra Hospital (NCH), using evidence-based practices which aligns with Registered Nurse standards for practice and the National framework for recovery-oriented mental health service delivery in collaboration with the MDT.

Coordinating the ECT procedure list and bookings with the clinical teams, theatre and anaesthetic team, community, mental health teams, referring private clinics, general practitioners and other key stake holders.

Responsible for coordination of resources for patient flow and ECT in collaboration with the Clinical Nurse Consultant and Assistant Director of Nursing including:

Staffing Resources

Medical and Surgical Supplies

Pharmaceuticals

Equipment

Discharge information and referrals

Patient and family/carer education and information

Chair North Canberra Hospital (NCH) meetings regarding mental health patient flow and ECT

Ensuring legislative requirements under the Mental Health Act 2015 are met

Provide clinical nursing expertise and apply specific skills in support of the multidisciplinary team process and liaise with consumers, carers, community mental health teams, General Practitioners and any relevant stakeholders engaged in the consumers care.

Responsible for coordinating and maintaining the education of nursing staff in all aspects of patient flow and ECT services in collaboration with the Clinical Development Nurse.

Ensure that the recording, reporting requirements and review of data regarding patient flow and ECT are met, including collecting and collating relevant data as requested.

Ensure the revision and development of policies and procedures are evidence based and incorporate legislative requirements as well as coordinating appropriate quality improvement activities in collaboration with the Clinical Nurse Consultant's and Assistant Director of Nursing.

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

Take lead role in coordination of ECT at North Canberra Hospital (NCH) and represent North Canberra Hospital (NCH) at ECT meetings local and territory wide

Provide guidance, support and expertise relating to patient care in the psychological and physical preparation for ECT

Providing leadership for the nursing team in aspects of clinical practice, professional development and workforce planning related to patient flow to ensure a level of patient care based on North Canberra Hospital (NCH) Policies, National Standards and Quality Health

Services and National Standards for Mental Health Services.

Participate in multidisciplinary/family meetings to provide input regarding discharge planning

Practice in accordance with North Canberra Hospital (NCH) and relevant Government Health policies and procedures, the position description, Code of Conduct and Industrial Agreements.

In collaboration with North Canberra Hospital (NCH) mental health management team, facilitate the day-to-day patient flow across the ACT Mental Health Services by:

- o Ensuring people who requires an admission moves through the admission experience in a timely fashion.
- o Identifying and removing barriers to the admission process.
- o Accessing and utilising services that will enhance and positively impact on the person's progress through the admission journey.
- o Providing clear communication to the service and hospital patient flow functions regarding Mental Health service capacity.

Work in accordance with the mission and vision of North Canberra Hospital (NCH) and actively participate in developing a culture that promotes North Canberra Hospital (NCH) values of respect, reliable, kind and progressive.

Directly provide comprehensive and coordinated patient centred care (acknowledging the patient and their significant others as the unit of care) utilising processes of continuous assessment, negotiated support and evaluation in accordance with the ANMC National Competency Standards

Facilitate best practice with regards to effective discharge management of people admitted to a North Canberra Hospital (NCH) Mental Health unit.

Provide advice and support including professional leadership to staff at North Canberra Hospital (NCH) Mental Health units.

Be familiar with ACT ECT minimum standards of Practice and provide information and education to North Canberra Hospital (NCH) staff and students to ensure all staff attending ECT are familiar with ECT procedure and responsibilities of second stage recovery

Review and evaluate clinical practice, identifying staff development needs and education strategies required in order to initiate appropriate change.

Continue to support the rollout and implementation of recommendations relating to the CHS

Mental Health Bed Access and Management Project.

Provide clinical, operational advice and support in relation to patient flow, to all members of the North Canberra Hospital (NCH) mental health team and mental health services at Canberra Health Services.

Provide up to date information in relation to patient flow across the territory including capacity and demand, to inform decision making at a senior or executive level.

Collect and collate data for trend recognition, service review and development of action plans

About you:

Requirements/Qualifications:

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.

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

Post graduate qualification in mental health, management or equivalent

Experience in either a Mental Health setting, Operating Theatres or directly with ECT

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

Sound understanding of ECT, patient flow and acute mental health services with 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.

Formal education and training of neuro-stimulation/ECT is preferred.

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. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

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 a period of six months with the possibility of extension up to 12 months and/or permanency.

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

Contact Officer: Jody Alexander N/A jody.alexander@act.gov.au

Supply Services Warehouse, Mitchell and Hume, and Canberra Hospital

Health Service Officer Level 4 Casual - Supply Operations

Health Service Officer Level 4 \$57,149 - \$59,336, Canberra (PN: C11711, several - 02F88)

Gazetted: 11 December 2023

Closing Date: 11 December 2024

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 Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI 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 six sub-units within the FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement & Supply.

The position reports to the Senior Store Supervisor of Canberra Health Supply Services.

This position is rotated between the Supply Services Warehouse, Mitchell, and Canberra Hospital.

Please note: Processing of outcomes will not commence until the New Year.

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.

Note: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.
Contact Officer: Rita Wood (02) 5124 2979 Rita.Wood@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice health Services

Clinical Development Nurse - Justice Health

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 28459 - 02FA7)

Gazetted: 13 December 2023

Closing Date: 26 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:

This is an exciting opportunity to join the collegial Justice Health Services Custodial Primary Health team, whose core business is to provide high quality health care to people in custody at the ACT's correctional facilities. If you like variety and would like to grow your expertise, our team provides a broad range of services including nursing care, primary health care, population health, Alcohol and Other Drugs Services, and complex case management. As a Custodial Primary Health Nurse, you will have access to free onsite parking, a generous salary and additional allowances, salary packaging benefits, support from a passionate and enthusiastic team, fantastic training and education opportunities, and genuine career progression and 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:

Undergo a pre-employment National Police Check.

Undergo an ACT Corrective Services Security Clearance 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: Nicole Purcell (02) 5124 2523 Nicole.Purcell@act.gov.au

North Canberra Hospital

Surgical Division

North Canberra Hospital - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: LP8941 - 02EJL)

Gazetted: 13 December 2023

Closing Date: 29 December 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.

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:

North Canberra Hospital (NCH) is seeking suitably qualified Registered Nurse with an interest in providing clinical leadership in the inpatient surgical ward. NCH Surgical ward consists of general surgery, urology, orthopaedics, ENT and vascular specialities.

Reporting to the Clinical Nurse Manager, the level 2 Registered Nurse is responsible for providing nursing leadership within the unit. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of surgical services. 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.

Under limited direction of the Clinical Nurse Consultant you will perform a range of duties including provision of expert clinical care and leadership. You will:

Provide advanced nursing care to patients of varying complexity, including acting as a role model and a core clinical resource person in the unit.

Communicate with specialists and multidisciplinary team regarding patients' clinical conditions and escalating concerns appropriately. Communicate effectively and appropriately (orally, non-verbally and in writing) in adverse range of situations, using consistent and transparent processes.

Remain current in specialized knowledge and skills, including surgical nursing, through continuing professional development and ongoing education.

Support education within the specialty and provision of support to less experienced staff through:

Preceptorship of new staff

Participation in area-specific activities such as in-service education

Support and promotion of reflective practice

Maintenance of essential training

Provide leadership within the multidisciplinary team to facilitate optimum health outcomes through:

Leadership and management within surgical ward

Co-ordinating clinical care

Being autonomous in professional decision making, within scope of practice, when required

Initiating clinical care activities

Participate in the development, review and maintenance of clinical standards, policies and protocols and, continuous quality improvement and participates in clinical research.

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

Be responsible for the provision of comprehensive, high quality care to patients utilising the principles of fair access and equity, patient participation, health promotion and prevention.

Participate in risk assessment, incident and accident reporting, continuous quality improvement activities, program-based research and accreditation that aim at improving the level of service to patients and the department.

Communicate effectively with patients and colleagues utilising well developed verbal, written and technological skills.

Maintain and promote safe clinical practice and adhere to Infection Control principles and practices.

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

About you:

Requirements/Qualifications:

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

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

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

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

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:

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)

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: Becky (Pui) Ki Yeung N/A Becky.Yeung@act.gov.au

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Women's Health Physiotherapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 20507 - 02FAD)

Gazetted: 12 December 2023

Closing Date: 4 January 2024

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 Canberra Health Services Division of Allied Health provides a range of allied health services across clinical Divisions of Canberra Hospital and Centenary Hospital for Women & Children. 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.

Acute Allied Health Services (AAHS) Physiotherapy provide services to a range of clients in acute inpatient and specialised outpatient settings. Our Women's Health physiotherapists provide a range of physiotherapy services including childbirth and postnatal education, inpatient obstetrics and gynaecology physiotherapy, women's health outpatient musculoskeletal management and gynaecological services at Centenary Hospital for Women & Children. Our Women's Health physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal 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:

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 13 months This position is part-time at 22.05 hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Kerry Boyd (02) 5124 2670 kerry.boyd@act.gov.au

Justice Health Services

Medical Escort and Discharge Liaison Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 10844 - 02F7J)

Gazetted: 12 December 2023

Closing Date: 29 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.

Discounted gym memberships

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

This is an exciting opportunity to join the collegial Justice Health Services Custodial Primary Health team, whose core business is to provide high quality health care to people in custody at the ACT's correctional facilities. If you like variety and would like to grow your expertise, our team provides a broad range of services including nursing care, primary health care, population health, Alcohol and Other Drugs Services, and complex case management. As a Custodial Primary Health Nurse, you will have access to free onsite parking, a generous salary and additional allowances, salary packaging benefits, support from a passionate and enthusiastic team, fantastic training and education opportunities, and genuine career progression and 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:

Undergo a pre-employment National Police Check.

Undergo an ACT Corrective Services Security Clearance 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 is temporary position available for six to 12 months with the possibility of extension and/or permanency.

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

Contact Officer: Nicole Purcell (02) 5124 2523 Nicole.Purcell@act.gov.au

CHS Chief Executive Officer

Office of the CEO

Office Of Research and Education

Biostatistician - Office of Research and Education

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 59760 - 02FA0)

Gazetted: 12 December 2023

Closing Date: 20 January 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.

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

About the Role:

Canberra Health Services has a strong commitment to research, learning and teaching as advances in medical, nursing, allied health and other research contribute directly to improved patient outcomes. The Office of Research and Education (ORE) provides governance and oversight of research, learning and teaching within CHS.

Reporting to the Senior Director – Research Strategy and Capability, the Biostatistician will provide high quality research design and statistical supports to CHS Clinician Researchers at all levels. This will also involve providing

education sessions and workshops as well as enhancing data management, policies, procedures, quality control and reporting systems.

It is a new role in a dynamic, evolving environment and requires a high degree of initiative, strategic thinking, and stakeholder engagement skills. The Biostatistician is tasked to set up biostatistical support services as a new in-house business function for the Office of Research and Education, including determining service access and prioritization mechanisms.

This role will liaise and collaborate closely with CHS academic research lead positions (ie. Executive Director Research and Academic Partnerships, Academic Clinical Nursing Chairs, Professor of Allied Health, Director Clinical Trials Unit, other medical academic leads), affiliated statisticians, relevant research offices and research partners.

Please note: Processing of outcomes will not commence until the New Year.

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.

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

Contact Officer: Jutta Thwaites 0456 000 468 Jutta.Thwaites@act.gov.au

Justice Health Services – Primary Health

Justice Health - Alcohol and Other Drug Nurse - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 21573 - 02FAU)

Gazetted: 12 December 2023

Closing Date: 26 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.

Scholarships for education support

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

This is an exciting opportunity to join the collegial Justice Health Services Custodial Primary Health team, whose core business is to provide high quality health care to people in custody at the ACT's correctional facilities.

If you like variety and would like to grow your expertise, our team provides a broad range of services including nursing care, primary health care, population health, Alcohol and Other Drugs Services, and complex case management.

As a Custodial Primary Health Nurse, you will have access to free onsite parking, a generous salary and additional allowances, salary packaging benefits, support from a passionate and enthusiastic team, fantastic training and education opportunities, and genuine career progression and 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:

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.

Contact Officer: Nicole Purcell (02) 5124 2523 Nicole.purcell@act.gov.au

Clare Holland House

Office Manager - Administrative Service Officer 6

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: LP8040 - 02FA3)

Gazetted: 12 December 2023

Closing Date: 25 December 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.

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

Flexible working conditions.

11.5% Superannuation.

Department overview

Clare Holland House is the location for Specialist Palliative Care Services in the ACT. It has an inpatient facility as well as a community team operating from this site. Clare Holland House also has Specialist outpatient appointments each day. These are offered as both face to face and Telemedicine.

Our palliative care services are tailored to each patient and are delivered by our team of Doctors, Nurses, Physiotherapists, Social Workers and Pastoral Care professionals. We focus on supporting patients and families who are dealing with a life limiting illness. Our goal is to help patients achieve dignity, comfort and maximise the quality of life as they progress into end of life.

Under general direction of the CHH Manager you will:

Coordinate and manage the Administrative team at Clare Holland House. Provide support where necessary.

Participate in recruitment and Kronos functions.

Maintain patient demographic detail and correspondence within the electronic medical record

Complete admission interviews with patients and families.

Ward clerk duties as required by the inpatient unit and the Community Specialist Palliative Care Team.

Provide assistance as required in relation to receipting and banking donations.

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

About you:

Requirements/Qualifications:

Mandatory

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

Desirable

Demonstrated ability to provide a high level of customer service skills including customer liaison, interpersonal skills and dealing with people with heightened emotions.

Demonstrated clerical skills with proficient keyboard skills and attention in managing patient record data within a patient management system (ACTPAS), electronic medical records or other similar system.

Demonstrated ability in following protocols including in accounts management, invoicing, receipting and reconciliation of public money.

Demonstrated ability to manage competing priorities.

Demonstrated knowledge of the importance of confidentiality and discretion and a commitment to its application at Clare Holland House.

Demonstrated ability to contribute effectively in a multi-disciplinary environment.

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:

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.

Contact Officer: Angela Devlin (02) 6201 6777 Angela.devlin@act.gov.au

Primary Care Pilot

Social Worker – Primary Care Pilot

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 63513 - 02F4R)

Gazetted: 12 December 2023

Closing Date: 18 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:

Under a Commonwealth initiative to reduce pressure on ACT Emergency Departments (EDs) and public hospitals, an innovative model is being trialled. The Primary Care Pilot is aimed at strengthening partnerships between primary care, community-based care and the public health system to support access and care for patients who frequently attend the ED or are at risk of presentation to the ED or admission to hospital.

The pilot is a collaboration between the ACT Health Directorate, Capital Health Network, General Practitioners (GPs) and Canberra Health Services (CHS) with the objective of providing liaison, navigation, care coordination and complex case management in partnership with participating GPs, selected non-GP specialist groups and community-based Allied Health teams.

The Primary Care Pilot has been established to improve a consumer's experience and their health outcomes through information sharing, integration of care across primary, secondary, and tertiary services and coordination across health and community services. It focuses on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

The Social Worker within the Primary Care Pilot, will undertake practical clinical support and interventions, working directly with the patient and their care supports, their GP and outpatient and community services to reduce the need for emergency department presentation and/or hospital admission.

This unique role is an opportunity to build relationships with individual consumers and their supports, with GPs, and with diverse acute and community services and external agencies, to anticipate and reduce the challenges that people with complex health needs, and their supports, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when consumers and their supports need it, to optimise their health and wellbeing and assist them to navigate the complexities of their care.

The position will work to develop the clinical scope of the role with the intention to undertake practical clinical support and interventions to reduce the need for emergency department presentation and/or hospital admission.

As a member of the Primary Care Pilot Team you will remain committed to, and focused on placing people with complex health needs, and their families, at the centre of their own care.

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

Please note this is a temporary role within a Commonwealth Funded Pilot. There is no possibility of permanent appointment.

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.

Contact Officer: Phyto Curtis (02) 6207 9000 phyto.curtis@act.gov.au

Adult Community Mental Health Services

Clinical Director - Older Person Mental Health

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57276 - 02F5V)

Gazetted: 12 December 2023

Closing Date: 1 January 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:

Canberra Health Services (CHS) is focused 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

Older Person Mental Health Services are specialist inpatient and community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have specialist experience in General Psychiatry and a Certificate of Advanced Training in Psychiatry of Old Age, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

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

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

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

The position will be accountable and responsible to the Director of Clinical Services (DOCS) MHJHADS, through an Individual Learning and Development Plan. The position will operate in partnership with other members of the executive of the Division.

The Clinical Director and the Operational Director will work in collaboration to ensure high quality outcomes for the people who use the service. In addition, they will work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division.

In conjunction with the DOCS, the appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure medical engagement with the Division, and to efficiently manage medical staff recruitment, placement and leave arrangements. The appointee will be expected to represent the Division both internally and externally in a range of strategic and planning forums. to other duties.

It is expected that the Clinical Director will dedicate 30% of their time contributing to their substantive clinical service delivery role and approximately 70% will be allocated to other duties.

Duties:

Under limited direction of the Director of Clinical Services, you will:

In partnership with the operational director and senior medical, nursing and allied health staff provide strategic direction, clinical governance, leadership, planning and evaluation for the program - including protocols for admission/discharge, expert clinical opinion and effective clinical risk management particularly in complex and sensitive cases.

Support the Operational Director in operational matters including financial management, work health and safety matters, preparation of policies and procedures, complaint resolution, ministerial and coronial responses.

In collaboration with the DOCS, ensure timely recruitment of medical staff and effective line management of program medical staff including rostering, leave planning and performance management, ensuring medical staffing is kept within budget.

Provide clinical services to clients and participate in the clinic and on-call rosters for the Division/program; inclusive of the provision of ECT

Provide teaching and supervision to medical students, psychiatry registrars and other staff as needed.

Initiate service evaluation and research using a sound understanding of applications of Information Technology particularly regarding capturing and interpreting of relevant data.

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

For more information about this role and how to apply, please click here to see the Position Description.

Contact Officer: Jasmine Johnson 0403084089 Jasmine.Johnson@act.gov.au

Liaison and Navigation Service

Registered Nurse Level 2 - LaNS Care Navigator

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 60993 - 02FBK)

Gazetted: 12 December 2023

Closing Date: 27 December 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 Liaison and Navigation Service (LaNS) is a new service that is being established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community services. It will focus on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

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

The Care Navigator will take on a key role in the staged development and implementation of the service. The role will work collaboratively with colleagues, consumers, and external agencies to contribute to the ongoing design of this innovative patient centred service.

The role will work with individual consumers and their care supports to provide support, advocacy, system navigation and connection with appropriate services. It will champion the role of this service and actively advocate and educate colleagues and other services about the needs of consumers for navigational support.

This unique role is an opportunity to build relationships with individual consumers and their supports, and with diverse acute and community services, to anticipate and reduce the challenges that people with complex chronic health needs, and their supports, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when consumers and their supports need it, so that they can navigate the complexities of their care.

The role will be a point of coordination with external health and human services and work with the CHS services and the current specialty care coordinators to support consumers and improve the formal networks and pathways for information sharing, coordination, and Emergency Department (ED) avoidance.

The position will actively participate in the development of the clinical scope of the role with the intention to undertake practical clinical support and interventions to reduce the need for ED presentations, to work directly with outpatient and community services to minimise the need for acute care presentation.

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.

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

Contact Officer: Phyto Courtis N/A phyto.courtis@act.gov.au

North Canberra Hospital

Women and Children

Midwife Level 2 - Registered, Continuity of Midwifery Care Service (CMCS)

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: LP6764, several - 02FBX)

Gazetted: 13 December 2023

Closing Date: 29 December 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.

About the role:

The service is family centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is breast feeding friendly and we provide a safe, functional and comfortable work environment for all those that work here. We provide family-based care with an emphasis on partnership with families at this important time. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Maternity and Gynaecology outpatients.

Under the direction of the Continuity of Midwifery Care Service Clinical Midwifery Consultant (CMC), working within a continuity team, the registered midwife will provide continuity of care to a caseload of women. The midwife is responsible for coordinating safe and effective delivery of care to women and babies during pregnancy, birth and in the immediate postnatal period.

Under limited direction of the Clinical Midwife Consultant you will:

Provide woman focused autonomous and accountable, evidence based, continuity of midwifery care during pregnancy, labour, birth and the postnatal period within a Midwifery Group Practice model.

In consultation with the multidisciplinary team, and with clinical support, provide comprehensive care involving appropriate consultation, referral, and collaboration, including delegating, prioritizing and managing work time effectively.

Provide a supportive educational environment to enable women and their families to make informed choices about their care.

Effectively communicate with consumers and health professionals using well developed verbal, written and technological skills. The midwife will access various computer applications including health specific databases to assist in communication, support service delivery and accurate data collection for reporting.

Participate in continuing education, clinical guideline development, research, evaluation, and peer review to ensure high quality midwifery is provided and women receive safe and appropriate midwifery care.

Participate in the effective management of human, material and financial resources within the North Canberra Hospital and as per the ACT Public Service Nursing and Midwifery Enterprise Agreement.

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

About you:

Requirements/Qualifications:

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

This is an on-call position and when on call the applicant needs to be available within 30 minutes of the North Canberra Hospital

Must hold a current driver's license

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

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:

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.

Note: These are temporary part-time positions available for a period of 12 months with the possibility of extension and/or permanency. This position is part-time at (32:00) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Hanako Sayers 0439 762 717 Hanako.sayers@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

Education and Training Services

CIT Pathways College

Student Support

Head of Counselling

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54965)

Gazetted: 13 December 2023

Closing Date: 20 December 2023

Details: Canberra Institute of Technology (CIT) is looking for a Psychologist to co-head the CIT Counselling team.

This role requires an experienced Psychologist with proven experience in supervising and leading a team of counsellors. They will provide counselling services and advice and assistance in supporting the strategic goals of the CIT. The role may require working across CIT locations as required.

Applicants will have:

A minimum of five years' experience as a counselling Psychologist Experience in counselling

Experience in working within Vocational Education and Training sector and knowledge of CIT systems.

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

Eligibility/Other requirements:

Significant experience in therapeutic counselling is required as well as an understanding of issues in the Vocational Education and Training sector. Demonstrated ability to conduct psychological assessment testing is desirable.

MANDATORY:

Tertiary qualifications in Psychology

Registration as a Psychologist under the Psychology Board of Australia/AHPRA.

Note: This is a temporary position available from 15 January 2024 until 20 December 2024. This position is part-time at 14:42 hours per week (Monday and Tuesday) and the full-time salary noted above will be pro-rata. ARIn's (Attraction and Retention Incentives). 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: Applicant must provide:

a maximum of two-page response to the attached Selection Criteria

certified copies of qualifications and current registration

a curriculum vitae

one referee report using the attached referee report template.

For further information about the position contact:

Maeve Castles (Wednesday to Friday) - (02) 6207 3289 or maeve.castles@cit.edu.au

Rhonda Fuzzard (Monday to Friday) - (02) 6207 4914 or rhonda.fuzzard@cit.edu.au

There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maeve Castles (02) 6207 3289 Maeve.Castles@cit.edu.au

Corporate Services

People and Culture

Assistant Director - Work Health and Safety

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 55270)

Gazetted: 13 December 2023

Closing Date: 21 January 2024

Details:

WHAT DO WE WANT?

CIT is seeking an experienced and proactive WHS professional to join our team permanently. The Assistant Director, Work Health and Safety will require an in depth understanding of WHS principles and how to embed their practical application across the Institute. The ability to communicate with and influence a range of internal stakeholders, across various industries is a key attribute we are looking for, as is the ability to provide sound and practical advice to ensure WHS legislation is met and best practice protocols are in place.

WHAT WILL YOU DO?

As a member of the Work, Health and Safety Team, the Assistant Director is responsible for partnering with the CIT leadership team and directors to assist them with creating and sustaining work safety systems across CIT. Reporting to the Senior Director People Support and Wellbeing, key duties include maintaining and analysing WHS risk registers, ensuring CIT policies are aligned with legislative requirements and achieving workable outcomes across the business.

Accountable for WHS projects and reports, the Assistant Director, Work Health and Safety will demonstrate the ability to research and prepare complex WHS proposals, project plans and briefs. Using sound judgement this position will understand when it is appropriate to escalate incidents and emerging issues and apply risk mitigation strategies.

WHAT DO I NEED?

The successful applicant will have demonstrated experience working in a contemporary work health and safety environment and in the implementation of WHS projects, the production of WHS reports, proposals and briefs and will be able to easily disseminate complex documents into practical guidance for our managers and teachers. Your in-depth knowledge of WHS principles and their practical application will be demonstrated by your experience in providing workable advice that meets the legislative requirements and business objectives. Your ability to achieve outcomes in a dynamic and high-pressure environment will be highly valued as will your customer service skills and ability to manage multiple priorities.

Eligibility/Other requirements:

Qualifications in Work Health and Safety – such as a Certificate IV will be highly regarded.

How to Apply: Please provide a two-page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: ChristinaX Rose (02) 6207 4092 ChristinaX.Rose@cit.edu.au

Health Community and Science

Children's Education and Care

Administrative Support Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 56117)

Gazetted: 11 December 2023

Closing Date: 25 December 2023

Details: Do you currently work within the Early Childhood or School sector and are seeking a change of pace? Are you currently working as an Administrator?

Are you looking to transition into the public service?

CIT is seeking an Office Administrator to join the CIT Children's Education & Care Department and assist in supporting the administrative functions of the team.

WHAT DO WE WANT?

CIT is seeking a collaborative, customer-centric administration professional to fill the position of Administrative Support Officer in the CIT Children's Education & Care Department. The key responsibility of this position is to provide customer service and administrative support to students and teachers in the department.

WHAT'S THE POSITION?

As a member of CIT Children's Education & Care team, this position is responsible for providing exceptional customer service, coordinating and assisting in enrolments and supporting students with enquiries.

Reporting to the Head of Department, Children's Education & Care, the Administrative Support Officer will be able to work collaboratively with various teams across the CIT Health, Community & Science college, the institute and industry to support the work area achieve their business outcomes.

CIT 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:

WHAT DO I NEED?

To be successful in this position, the successful applicant will display high levels of communication, and will be able to easily navigate various administration tasks to support the team to achieve operational requirements.

You will be an experienced administrator who thrives on learning new information, systems and tools and is easily able to transfer your knowledge to your day-to-day work. You will be able to assist students and teachers with their enquiries. You will enjoy taking ownership of your role and will be able to work independently. Strong administration and time management skills are essential in this role. A driving license is highly desirable.

Note: This is a temporary position available from 29 January 2024 until 10 September 2025.

How to Apply: Please provide a two-page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Grieves (02) 6207 3345 Sarah.Grieves@cit.edu.au

Industry Engagement and Strategic Relations

CIT Marketing

Assistant Manager, CIT Marketing

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 63855)

Gazetted: 08 December 2023

Closing Date: 22 December 2023

Details: The Canberra Institute of Technology (CIT) is seeking an experienced marketing professional to join the CIT Marketing Team to deliver compelling marketing, content and student recruitment strategies to strengthen brand positioning and attract, engage and recruit future students.

About the role

As the Assistant Manager of CIT Marketing, you will work collaboratively with a multidisciplinary team to deliver audience-centric campaigns and content informed by research and insights.

Working closely with the CIT Marketing Manager, Marketing Account Managers and stakeholders, you will: lead the development and implementation of marketing, content and student recruitment strategies for a range of CIT campaigns and projects.

proactively identify new technologies, trends and opportunities to improve the effectiveness of CIT content and campaigns to increase reach and engagement.

provide strategic advice on the design, development and implementation of audience-centric marketing and student recruitment activities informed by research, insights, and evaluation.

plan, execute and evaluate projects and campaigns to promote CIT courses and enhance the future student experience.

About you

You will be an experienced, results-driven marketing professional who is solutions-focused, responsive and demonstrates initiative.

Using the latest research and audience insights, you will be adept at leading the design, development and implementation of customer-centric content (digital, social and print), and campaigns.

You will be adaptable and work effectively under pressure, prioritising competing deadlines to deliver high-quality outcomes in line with strategic objectives.

You will have the ability to communicate with a diverse range of audiences, building collaborative working relationships with internal and external stakeholders.

Eligibility/Other requirements: Relevant tertiary qualifications in marketing or a related field and/or a minimum of 5 years' experience working professionally in the fields of marketing and/or communications. Professional marketing experience in the education sector 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.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch of no more than two pages and details of two referees. 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 below.

Contact Officer: Kate Harnett (02) 6207 4073 Kate.Harnett@cit.edu.au

CIT Corporate Services

Executive Branch Manager, Policy and Governance

Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E1251)

Gazetted: 12 December 2023

Closing Date: 7 January 2024

Details: CIT is seeking an experienced, innovative, and motivated senior executive to fill the role of Executive Branch Manager, Policy and Governance.

Reporting directly to the CEO, this role is responsible for providing high-level coordination of Board activities including strategic planning, reporting and ministerial support. We are looking for a collaborative leader who can deliver outcomes, with the ability to work with government and non-government stakeholders to deliver outcomes.

The position requires outstanding leadership, relationship management and communication skills. a commitment to public service integrity is essential. Applicants should have demonstrated leadership experience in public sector policy and governance and a demonstrated capacity to contribute to and support various activities across the CIT.

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.

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

To apply: Applicants should familiarise themselves with the Executive Capabilities and submit an application of no more than two pages addressing the leadership capabilities and the requirements of the specific role. Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Wise (02) 6205 8249 AngelaX.Wise@cit.edu.au

Education and Training Services

CIT Health, Community & Science

CIT Wellbeing

CIT Fit & Well Centre Attendants

General Service Officer Level 3 \$56,173 - \$58,199, Canberra (PN: C10460, several)

Gazetted: 08 December 2023

Closing Date: 31 December 2024

Details: Canberra Institute of Technology's Fit & Well facility at CIT Bruce Campus is seeking fitness professionals to apply for casual employment as Fitness, Massage and Sports Performance attendants.

Responsibilities include:

Preparing equipment for class projects and recover material on completion of student exercises.

Assisting with the administration of CIT Fit & Well Centre including dealing with customer enquiries and membership sales, managing stock take and general tidying of the centre.

Contributing to safe working conditions within the work environment by regular monitoring of the CIT Fit & Well Centre, and through maintaining CIT WHS and record management processes.

Planning, designing and developing individual and group exercises for a wide demographic of participants.

Undertaking structured training for group fitness, sporting teams, personal training, fitness testing and programming.

Eligibility/Other requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Certificate III/IV in Fitness

AUSactive or FITREC or Physical Activities Australia Registration
Current Senior First Aid and CPR

DESIRABLE

Degree, Diploma, Associate Diploma, Level 1 Strength and Conditioning qualification or equivalent appropriate to the duties of the position.

Notes: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

A register of suitable applicants will be established from this process and will be used to fill casual vacancies until the end of the calendar year.

How to apply: Interested applicants should submit a one-page application stating your experience, qualifications and knowledge against the selection criteria of the position along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Everett (02) 6207 3472 Margaret.Everett@cit.edu.au

CIT Corporate Services

Executive Branch Manager, Audit, Risk and Corporate Governance

Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E1258)

Gazetted: 07 December 2023

Closing Date: 14 December 2023

Details: CIT is seeking an experienced, innovative, and motivated senior executive to fill the role of Executive Branch Manager, Audit, Risk and Corporate Governance.

This role is responsible for corporate governance functions, including but not limited to risk management, audit, security, legal liaison, freedom of information, privacy, complaints management, records management, annual report coordination and compliance reporting.

The position requires outstanding leadership, relationship management and communications skills to work collaboratively and lead engagement activities. A commitment to public service integrity is essential. You will also hold the role of the Head of Internal Audit, CIT Senior Executive Responsible for Business Integrity (SERBIR) and will be significantly involved in the CIT's Australian Skills Quality Authority re-registration and ensuring ongoing compliance with accreditation requirements.

You will provide quality robust advice on governance, risk management, freedom of information, fraud and corruption prevention. A commitment to public service integrity is essential. Applicants should have demonstrated leadership experience in public sector policy and governance, and a demonstrated capacity to contribute to and support various activities across CIT.

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.

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

To apply: Applicants should familiarise themselves with the Executive Capabilities and submit an application of no more than two pages addressing the leadership capabilities and the requirements of the specific role. Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meghan Oldfield (02) 6207 1270 MeghanK.Oldfield@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Branch Manager, Cyber Security and Chief Information Security Officer (CISO)

Temporary Vacancy (11 January 2024 to 7 February 2024 with the possibility of extension)

Chief Minister, Treasury and Economic Development Directorate

Digital, Data and Technology Solutions

Position: E1334

(Remuneration equivalent to Executive Level 1.2)

Circulated to: #ACTPS Band 1 Executive; #ACTPS, SOGA; #MPC Infrastructure Managers

Date circulated: 13 December 2023

Expressions of Interest are sought for the position of Executive Branch Manager of the ACT Cyber Security Centre within Data, Digital and Technology Solutions (DDTS). This position also fulfills the role of the Chief Information Security Officer (CISO) for the ACT Government. The successful applicant will require expertise in ICT, risk management and incident response and will also possess strong communication skills.

The role leads the ACT Cyber Security Centre to deliver the following outcomes:

- Provide cyber security leadership and guidance across WhoG
- Develop and oversee the implementation of the WhoG Cyber Security Program, including the cyber uplift program.
- This includes the functions and activities of the Cyber Security Operations Centre (CSOC), Cyber Governance, Risk and Assurance (GRA), and overseeing a current project for Essential 8 compliance uplift.
- Represent ACT Government on inter-jurisdictional cyber security forums, including the National Cyber Security Committee. The position must regularly liaise with other jurisdictions and Commonwealth government security agencies on local and national cyber security matters, including overseeing the National Cyber Threat Level (NCTL) and Cyber Incident Management Arrangements (CIMA).
- Oversee ACT Government cyber incident response activities, including performing the role of incident controller for significant cyber incidents or emergencies.
- Develop and oversee the cyber security communications strategy and security awareness program.

The position reports to the Executive Group Manager, Customer Data and Technology, DDTS, and works collaboratively with Executives and officers across both DDTS and the broader ACTPS, as well as with numerous key external stakeholders.

This is a Position of Trust Level 2 (PoT 2) and requires a Negative Vetting Level 1 (NV1) National Security Clearance. For further information please see the Executive Capabilities attached.

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

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 \$242,863 - \$252,564 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$215,572.

To apply: Interested candidates are requested to submit an Expression of Interest of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Julian Valtas via email Julian.Valtas@act.gov.au by COB Friday 15 December 2023.

Contact Officer: Julian Valtas, Julian.Valtas@act.gov.au

Payroll & HR Systems

HR Service Desk

Customer Service Agent

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 14382)

Gazetted: 13 December 2023

Closing Date: 10 January 2024

Details: if you like helping people, this job is for you!

If you want to work in a collaborative team environment, this job is for you!

If you're looking for a rewarding customer service job than can lead to excellent future career opportunities, this is the job for you!

Here at HR Service Desk, we are essential cogs in the ACT Government wheel, the enablers, providing corporate support to Directorates and Agencies so they can focus on service delivery to our community.

Our customer Service Agents are at the coal face, providing 1st level support for ACT Government staff on human resource related matters. We are a call centre environment interacting with customers via phone, live chat, and email, transferring matters to the experts where required.

We work hard, support each other, and have fun. We place a big emphasis on personal development, encouraging training opportunities and involving you in the delivery of our team's strategic objectives.

This is an opportunity to work for the ACT Government, one of the biggest employers in Canberra. The Government employs an inclusive and diverse workforce, with a fun and supportive environment and flexible work options.

We currently have a temporary vacancy of 3 months which may have the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this process to fill identical temporary and permanent positions.

Successful candidates are required to hold, or be eligible to hold, an ACT Government Baseline Security Clearance. Candidates found suitable for interview will be required to undergo a comprehensive interview process involving questions, an activity and role play scenario.

If you are successful, you will be placed on a 3 month paid training program where you will get a taste for Service Desk life and learn from our experienced customer service agents. On successful completion of training, you may be offered a longer term temporary position with the ACT Public Service which may have the possibility of permanency and an opportunity for working with a great group of professionals.

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

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

An order of merit will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a one-page response to the questions listed below in relation to the Position Description and Selection Criteria for this role. Please complete your response by addressing the questions relating to Selection Criteria (attached) in no more than one page length and provide it along with your resume and contact details of at least two referees. Candidates are encouraged to discuss the position with the contact officer (via email preferably) before submitting an application.

Q1. What attributes do you possess that you believe are integral to successfully providing exceptional customer service in a Service Desk Environment?

Q2. What does the term 'Teamwork' mean to you and how does it relate to a customer service environment?

Q3. What is the importance and relevance of policies and procedures in a workplace? Please tell us about your experience with this?

If you have any questions regarding this vacancy, please contact Claire Woodward via email

ClaireF.Woodward@act.gov.au.

Applications should be submitted via the Apply Now button below.

Contact Officer: ClaireF Woodward (02) 6207 9000 ClaireF.Woodward@act.gov.au

Access Canberra

Corporate Support and Capability

Skills, Safety and Support

Director Cultural Inclusion

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 63958)

Gazetted: 12 December 2023

Closing Date: 19 January 2024

Details: SOGB Director Cultural Inclusion, Access Canberra

Access Canberra is seeking a passionate and skilled individual to fill a newly created Director for Cultural Inclusion position to strengthen its reconciliation, diversity and inclusion strategies. This position will support improved outcomes for the organisation by reducing barriers to service delivery and strengthening engagement with the Aboriginal and Torres Strait Islander community.

Reporting directly to the Head of Access Canberra, this role will work alongside the Skills, Safety and Support team within the Corporate Support and Capabilities Branch to strengthen connections and reduce barriers to attraction, recruitment and retention for Aboriginal and Torres Strait Islander people. The role will also help develop strategies to reduce barriers to service delivery, improve engagement with Aboriginal and Torres Strait Islander peoples, communities and businesses, and support our network of Indigenous staff to thrive and make valuable contributions to the ACT Public Service.

You will assist Access Canberra in its implementation of CMTEDD's Aboriginal and Torres Strait Islander Reconciliation Action Plan with a focus especially across employment retention. You will work in partnership with

CMTEDD's Cultural Transformation Branch, Cultural Advisor and Inclusion and Belonging Branch to collaborate and support other key reconciliation, diversity and inclusion strategies across the organisation.

Our Access Canberra Strategic Plan 2022-2024 will be integral in ensuring Access Canberra's vision, mission and guiding principles set the foundation for the your key priorities and how you will continue improving the way in which we engage with our colleagues and community.

The ideal candidate will be passionate about inclusion, and skilled in advocacy, policy and strategy, change and professional development – with a key focus on increasing employment and career development opportunities for Aboriginal and Torres Strait Islander employees. You will work collaboratively with people from across the ACT Government, community and business to find innovative and engaging ways to improve organisational outcomes for Access Canberra. This will include developing and building career pathways, policies, and strategies, and participating in key strategic networks and partnerships.

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: This is a designated position in accordance with s42, Discrimination Act 1991, and is only open to Aboriginal and/or Torres Strait Islander people.

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

Please note, this is an identified position for Aboriginal and Torres Strait Islanders

How to Apply: Applicants should submit a response of no more than two pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerrie Wilmot (02) 6207 6317 kerrie.wilmot@act.gov.au

Access Canberra

Multiple

Senior Director

Senior Officer Grade A \$162,291, Canberra (PN: 15397, several)

Gazetted: 12 December 2023

Closing Date: 5 January 2024

Details: What animal describes your strengths? Perhaps you're an octopus who is exceptionally intelligent, likes to solve puzzles and can do eight things at once? Or maybe you are an eagle with excellent vision for things well into the distance and pin-point precision in executing immediate targets. Or would you be a dolphin that has strong communication skills and social awareness, and an ability to manage a pod towards success?

Access Canberra is after senior directors who display a wide array of strengths to deliver across diverse responsibilities. There are a range of permanent and temporary positions available within multiple branches, with roles across: regulatory compliance; communications; customer services; data and strategy.

In the Fair Trading & Compliance branch 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. You could be responsible for consumer protection and regulatory compliance with oversight over teams which undertake compulsory conciliations, fair trading and gambling and racing compliance and enforcement functions, as well as supporting individuals wishing to start a business or hold an event.

In the Service Delivery and & Engagement branch you will support a safe and liveable city through connected service delivery to our community with a focus on improving the experience our community, business and key stakeholders have when they deal with us. You could be responsible for managing a large operational team across out Service Centres, Contact Centre or Parking and Traffic Compliance team or enabling functions including communication and stakeholder engagement.

In the Strategy, Data & Governance branch you will be responsible for small teams tasked with delivering a range of strategic programs of organisational significance, including the data strategy and action plan, data intelligence, business and regulatory improvement program, strategic risk management, and organisational strategy.

Want to find out more about Access Canberra? See why our staff enjoy working for Access Canberra [here](#).

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

Notes: 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. 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: If you think you have a diversity of experience, strong leadership skills and enjoy a challenge then Access Canberra has a role for you. Submit your pitch of no more than two pages, outlining how your skills, knowledge and behaviours demonstrate the strengths needed to be a senior director in Access Canberra, along with your curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Muscat (02) 6207 5014 Linda.Muscat@act.gov.au

Access Canberra

Strategy, Data and Governance

Strategy, Risk and Reform

Director

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 59224)

Gazetted: 12 December 2023

Closing Date: 5 January 2024

Details: Are you someone who asked 'why' a lot as a kid and haven't let go of the habit? Does analysis and evaluation make you feel all warm and fuzzy inside? Do you love the challenge of finding problems and solving them?

As the Director of the Strategy, Risk and Reform team you will need to lead from the front, while coaching others near and far towards success. The ability to think strategically and act tactically, problem solving as you go is essential. You will be responsible for small teams tasked with delivering a range of strategic programs of organisational significance, including business and regulatory improvement, strategic risk management, and organisational strategy.

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 CMTEED from some of our staff.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: If you have strong leadership experience and enjoy a challenge submit your pitch of no more than two pages, outlining how your skills, knowledge and behaviours demonstrate the strengths needed for the role, along with your curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Muscat (02) 6207 5014 Linda.Muscat@act.gov.au

Office of Industrial Relations and Workforce Strategy

Innovation Centre and Strategy and Transformation Branch

Project Officer, Strategic Projects

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 53336, several)

Gazetted: 12 December 2023

Closing Date: 19 December 2023

Details: Are you a master Tetris player? Can you connect the dots and join the pieces to complete the puzzle? Can you read between the lines and anticipate next moves?

The Strategy and Transformation Office (STO) brings together cross-disciplinary teams with diverse minds to solve complex and adaptive problems, including playing a pivotal role in building long-term strategic planning. The team works in partnership with business areas on niche or whole of government problems to determine appropriate responses to business challenges and opportunities. The STO creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems.

The occupant of the position needs to be a multi-disciplinary thinker who can explore problems from different perspectives and communicate ideas and research findings clearly. The role requires the ability to lead components of strategic projects that contribute to overall project objectives. Success in this role demands a strategic and analytical orientation coupled with strong communication skills as well as a bias towards working collaboratively.

Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role where no day is the same then this is 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Notes: This is a temporary position available immediately with the possibility of extension up to 12 months and/or permanency.

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. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: To apply, submit a two-page pitch addressing the Selection Criteria, outlining how your skills, knowledge and behaviour make you the best fit for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Rasche (02) 6205 1942 Lauren.Rasche@act.gov.au

Future Workforce Strategy

Cultural Transformation Branch

Culture and Pathways

Project Officer, Culture and Pathways

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 63933)

Gazetted: 11 December 2023

Closing Date: 12 January 2024

Details: The Cultural Transformation Branch (CTB) is newly established and sits within the Future Workforce Strategy Group. The CTB will have a strong focus on bringing together the ACTPS Inclusion and Belonging initiatives under a single integrated and unified vision.

The Project Officer plays a key role in delivering the ACTPS' commitments in Reconciliation Action Plans, ACT Aboriginal and Torres Strait Islander Agreement and Closing the Gap outcomes. Working as a member of our team, you will apply your skills and experience to research, design and deliver workforce development and cultural capability strategies and frameworks which support the ACTPS to be as inclusive, progressive, and diverse as the community we serve. Your work will create transformational impact in the ACTPS and the experience of employees.

We are looking for candidates who have experience in working in Aboriginal and Torres Strait Islander affairs, specifically the attraction of Aboriginal and Torres Strait Islander employees, building employment pathways and evolving cultural capability in organisations.

Behaviourally, individuals must excel in complex environments, be forward thinking, self-driven, resilient and adept at building relationships across a broad range of sectors. Collectively the Culture and Pathways team will bring together unique lived experiences and knowledge to create a culturally safe workplace for all.

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: 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: Written applications, interview, referee reports, and an indicative work sample may be used in the selection method. 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 working in a location designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a statement to the Selection Criteria (as per the Position Description attached) and a current curriculum vitae via the ACT Jobs website. The statement to the Selection Criteria should be no longer than two pages.

Please contact the position's Contact Offer if this method is not accessible to you/if you require adjustments for the application process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalee George (02) 6205 2966 Natalee.George@act.gov.au

Future Workforce Strategy
Cultural Transformation Branch
Culture and Pathways
Assistant Director, Culture and Pathways
Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 63932)

Gazetted: 11 December 2023

Closing Date: 12 January 2024

Details: The Cultural Transformation Branch (CTB) is newly established and sits within the Future Workforce Strategy Group. The CTB will have a strong focus on bringing together the ACTPS Inclusion and Belonging initiatives under a single integrated and unified vision.

The Assistant Director plays a key role in delivering the ACTPS' commitments in Reconciliation Action Plans, ACT Aboriginal and Torres Strait Islander Agreement and Closing the Gap outcomes. Working as a member of our team, you will apply your skills and experience to research, design and deliver workforce development and cultural capability strategies and frameworks which support the ACTPS to be as inclusive, progressive, and diverse as the community we serve. Your work will create transformational impact in the ACTPS and the experience of employees.

We are looking for candidates who have experience in working in Aboriginal and Torres Strait Islander affairs, specifically the attraction of Aboriginal and Torres Strait Islander employees, building employment pathways and evolving cultural capability in organisations.

Behaviourally, individuals must excel in complex environments, be forward thinking, self-driven, resilient and adept at building relationships across a broad range of sectors. Collectively the Culture and Pathways team will bring together unique lived experiences and knowledge to create a culturally safe workplace for all.

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: 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: Written applications, interview, referee reports, and an indicative work sample may be used in the selection method. 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 working in a location designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a statement to the Selection Criteria (as per the Position Description attached) and a current curriculum vitae via the ACT Jobs website. The statement to the Selection Criteria should be no longer than two pages.

Please contact the position's Contact Offer if this method is not accessible to you/if you require adjustments for the application process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalee George (02) 6205 2966 Natalee.George@act.gov.au

Access Canberra
Fair Trading and Compliance
Compliance
Senior Inspector
Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 13935, several)

Gazetted: 11 December 2023

Closing Date: 1 January 2024

Details: Responsible for regulating over 70 pieces of legislation, no two days are the same in the Compliance Team. Our work includes providing information to businesses and consumers to ensure they are informed and confident when trading or making purchases. We minimise harm to individuals and the community through conducting proactive compliance programs, responding to complaints or enquiries from members of the public and regulated

industries, and conducting investigations. We love working collaboratively and are always thinking about ‘who needs to know’ to ensure we are working together to maintain a safe and liveable city.

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 full driver's licence Class C is essential.

A Certificate IV in Government (Investigations) or similar qualification in a regulatory field 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. 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: To apply, submit your curriculum vitae, contact details for two referees (one being your current supervisor) and a two-page pitch outlining why your skills, knowledge and behaviour make you the best fit for the role as outlined under “What You Will Do” which includes the duties and responsibilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Cross (02) 6207 0179 Lauren.Cross@act.gov.au

Future Workforce Strategy

Cultural Transformation Branch

Culture and Pathways

Senior Director, Culture and Pathways

Senior Officer Grade A \$162,291, Canberra (PN: 63930)

Gazetted: 11 December 2023

Closing Date: 12 January 2024

Details: The Cultural Transformation Branch (CTB) is newly established and sits within the Future Workforce Strategy Group. The CTB will have a strong focus on bringing together the ACTPS Inclusion and Belonging initiatives under a single integrated and unified vision.

The Senior Director will be responsible for shaping the work program of the Culture and Pathways Team and contributing to establishing a new and innovative branch. The successful applicant will manage a large and complex work program, provide high level verbal and written advice for a variety of audiences, build cultural capability within the ACTPS, and drive key initiatives to increase the attraction, recruitment, and retention of Aboriginal and Torres Strait Islander employees across the ACTPS.

We are looking for candidates who have extensive experience in working in Aboriginal and Torres Strait Islander affairs, specifically the attraction of Aboriginal and Torres Strait Islander employees, building employment pathways and evolving cultural capability in organisations.

Behaviourally, individuals must excel in complex environments, be forward thinking, self-driven, resilient and adept at building relationships across a broad range of sectors. Collectively the Culture and Pathways team will bring together unique lived experiences and knowledge to create a culturally safe workplace for all.

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: 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: Written applications, interview, referee reports, and an indicative work sample may be used in the selection method. 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 working in a location designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a statement to the Selection Criteria (as per the Position Description attached) and a current curriculum vitae via the ACT Jobs website. The statement to the Selection Criteria should be no longer than two pages.

Please contact the position's Contact Offer if this method is not accessible to you/if you require adjustments for the application process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalee George (02) 6205 2966 Natalee.George@act.gov.au

Future Workforce Strategy

Director, Culture and Pathways

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 63931)

Gazetted: 11 December 2023

Closing Date: 12 January 2024

Details: The Cultural Transformation Branch (CTB) is newly established and sits within the Future Workforce Strategy Group. The CTB will have a strong focus on bringing together the ACTPS Inclusion and Belonging initiatives under a single integrated and unified vision.

The Director will be responsible for shaping the work program of the Culture and Pathways Team and contributing to establishing a new and innovative branch. The successful applicant will support a large and complex work program, provide high level verbal and written advice for a variety of audiences, build cultural capability within the ACTPS, and drive key initiatives to increase the attraction, recruitment, and retention of Aboriginal and Torres Strait Islander employees across the ACTPS.

We are looking for candidates who have extensive experience in working in Aboriginal and Torres Strait Islander affairs, specifically the attraction of Aboriginal and Torres Strait Islander employees, building employment pathways and evolving cultural capability in organisations.

Behaviourally, individuals must excel in complex environments, be forward thinking, self-driven, resilient and adept at building relationships across a broad range of sectors. Collectively the Culture and Pathways team will bring together unique lived experiences and knowledge to create a culturally safe workplace for all.

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: 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: Written applications, interview, referee reports, and an indicative work sample may be used in the selection method. 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 working in a location designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a statement to the Selection Criteria (as per the Position Description attached) and a current curriculum vitae via the ACT Jobs website. The statement to the Selection Criteria should be no longer than two pages.

Please contact the position's Contact Offer if this method is not accessible to you/if you require adjustments for the application process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalee George (02) 6205 2966 Natalee.George@act.gov.au

Policy and Cabinet

Social Policy

Justice and Health

Director - Social Policy

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 44399)

Gazetted: 07 December 2023

Closing Date: 21 December 2023

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

Policy and Cabinet provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency strategic and coordination role in social and economic policy.

The Branch is responsible for progressing initiatives that support a safe and inclusive city for all Canberrans. The team provides advice to the Chief Minister, Cabinet and Head of Service on a wide range of social policy issues,

including Aboriginal and Torres Strait Islander policy, health, education, justice, community safety and social inclusion and equality.

This position will be responsible for the development of high level and strategic social policy advice, and the provision of support for government and ministerial matters.

Key to this role is collaborating with a range of government stakeholders to ensure the effective provision of advice on justice, security and health matters. You also may be providing strategic policy advice to the Chief Minister and Head of Service on critical pieces of work in areas of portfolio responsibility.

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

Eligibility/Other requirements: Tertiary qualifications in a relevant discipline will be highly regarded.

Notes: A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports, interviews may not necessarily be held. This position currently operates in a hybrid capacity which includes working from home and in office under an activity-based working environment with unallocated desks when in the office.

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.

Applicants must submit 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 below.

Contact Officer: David James (02) 6207 2002 David.James@act.gov.au

Economic Development

Events ACT

Senior Director Event Development

Senior Officer Grade A \$162,291, Canberra (PN: 63403)

Gazetted: 08 December 2023

Closing Date: 15 December 2023

Details: Events ACT is seeking to fill the role of Senior Director, Event Development. The preferred candidate will have extensive demonstrated experience within a government context to undertake strategic planning, development and management of events and overseeing the management of funding programs to support the broader Canberran event sector. Your highly developed research and analytical skills along with your extensive stakeholder engagement and negotiation ability will be well regarded.

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

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 your curriculum vitae, details of two referees and address the Professional/Technical Skills and Knowledge and the Behavioural Capabilities as per the Position Description in no more than two pages, highlighting why you are the strongest candidate for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Saskia White (02) 6205 3812 Saskia.White@act.gov.au

Access Canberra

Corporate Support and Capability

Digital Design and Delivery/Portfolio Management

Project Manager

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 63862)

Gazetted: 08 December 2023

Closing Date: 22 December 2023

Details: Do you want to make a positive impact on the Canberra community and be part of team that makes life easier for Canberrans? This role presents a real opportunity to make a difference, a chance to take some pride in your work and see your work make a change that benefits the community. The Access Canberra Digital Design and Delivery section enables Access Canberra's effective and secure use of technology in delivering digital services to the community. Working in partnership with the operational business units and policy areas, the section plays a lead role in designing and delivering digital solutions as well as supporting and maintaining the agency's critical business systems. The section provides services such as ICT project/program management, solution architecture, service design, business and systems analysis, software development and testing, business information and security in ensuring digital solutions are fit-for-purpose, support the legislative requirements, and serve our customer's needs.

We are a diverse, innovative and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledgebase is, the better our results will be.

We are looking for a collaborative, flexible and motivated individual to join our team as a Project Manager.

To be successful, you would be someone with:

Strong communication and change management skills and ability to work collaboratively with your team and business stakeholders.

Experience in successfully managing multiple projects. A high level of attention to detail including when producing written 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 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:

Relevant tertiary qualifications and/or certifications such as PRINCE 2 and PMP are desirable.

Competency in the use of relevant Project Management tools and techniques.

Note: This is a temporary position available immediately until 28 June 2024 with the possibility of extension up to 12 months.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please attach the following to your application: Your curriculum vitae; Names and contact details of two professional referees; and A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: WeiX Li (02) 6205 9061 WeiX.Li@act.gov.au

Access Canberra

Corporate Support and Capability

Finance and Budgets

Senior Finance Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 05506)

Gazetted: 08 December 2023

Closing Date: 22 December 2023

Details: Are you a whiz at numbers and helping people understand them? And do you enjoy working in a fast-paced environment? If so, Access Canberra has the perfect opportunity for you. The Senior Finance Officer is part of a

small team that undertakes budget, accounting, financial services as well as procurement and HR support to the organisation.

You will provide financial assistance and support to the Gambling and Racing Commission; all branches of Access Canberra; and CMTEDD Strategic Finance. You will also manage and support team members in delivering timely and accurate financial advice.

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

Eligibility/Other requirements:

Tertiary education in accounting, finance or investments with a minimum three years working experience is preferred.

Relevant professional qualification in Australia, e.g. CA, or CPA Australia, or comparable overseas qualification would be an advantage.

Experience working with finance systems, in particular TM1 and Oracle, is highly desirable.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position is activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to apply: Submit a maximum two-page pitch (maximum 1,500 words) addressing and providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in Position Description.

Please provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bei Hu (02) 6205 2870 Bei.Hu@act.gov.au

Treasury

Office of the Under Treasurer

Senior Director/Executive Officer

Senior Officer Grade A \$162,291, Canberra (PN: 53304)

Gazetted: 08 December 2023

Closing Date: 15 December 2023

Details: The Treasury stream of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) seeks Expressions of Interest to temporarily fill the Senior Director/Executive Officer position in the Office of the Under Treasurer. This is a valuable career opportunity that will see the successful applicant working closely with the Under Treasurer. The role is highly strategic and policy focused rather than administrative in nature and requires a combination of strategic nous, focus, flexibility and ability to work with limited direction.

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: The successful candidate will have excellent judgement; strong conceptual and analytical skills; sound communication skills; a strong knowledge of Treasury's role and responsibilities and highly developed organisational skills. Experience working on and existing knowledge of Cabinet, Assembly and ministerial processes, specifically within the ACT Government, is also desirable.

Officers at level or seeking higher duties will be considered. Following the recruitment process, a temporary transfer may be offered to an existing officer under *section 100 of the Public Sector Management Act 1994*, or higher duties allowance under *clause C7 of the ACT Public Sector Administrative and Related Classifications Enterprise Agreement 2023-2026*.

Notes: This is a temporary position available immediately for a period of up to 12 months. At the end of the period of employment the successful applicant would be expected to use the valuable experience they will have gained back in their nominal role.

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: Expressions of Interest from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities relative to the Selection Criteria and the duties and

responsibilities outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Hocking (02) 6207 0260 Stuart.Hocking@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

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Administrative Services Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 43561)

Gazetted: 13 December 2023

Closing Date: 3 January 2024

Details: Are you passionate about improving the lives of Aboriginal and Torres Strait Islander people in the Canberra community? Are you interested in ACT Government policies and programs that aim to support, strengthen and improve service delivery to Aboriginal and Torres Strait Islander Canberrans? Do you have a strong understanding of Aboriginal and Torres Strait Islander history and culture that you can bring to policy development and program delivery in the ACT?

If this is you, the Office for Aboriginal and Torres Strait Islander Affairs would like you to consider joining our team.

OATSIA is seeking highly motivate applicants who are comfortable in working in a high-pressure environment, meeting tight frames, and liaising with a wide range of stakeholders, both external and internal.

The Office for Aboriginal and Torres Strait Islander Affairs aims to be an employer of choice for Aboriginal and Torres Strait Islander people, and we strongly encourage First Nations people to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications desirable.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

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

This is an Identified position for Aboriginal and Torres Strait Islanders.

A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit your curriculum vitae and a written application of no more than one page addressing the Selection Criteria in the Position Description, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Diana Ramirez-Garces 0432 405 517 Diana.Ramirez-Garces@act.gov.au

Family Safety

Domestic, Family and Sexual Violence Office

Assistant Director

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 62995)

Gazetted: 13 December 2023

Closing Date: 26 January 2024

Details: The Domestic, Family and Sexual Violence Office is seeking high performing Assistant Directors to support the Office in its work to prevent and respond to domestic, family and sexual violence. We are looking for people with a strong sense of social justice, a passion for improving the lives of victim/survivors and an ability to deliver quality work in tight timeframes.

To be successful in these roles you will be a great team player; self-motivated; and able to turn your hand to many different tasks including policy/project development and stakeholder engagement. You must be able to deliver high quality written documents to, or on behalf of, executives and government.

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.

Notes: This is a temporary position for up to 12 months with the possibility of extension and/or permanency. A merit pool may be established from this selection process to be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

Part time applications are welcome.

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.

How to Apply: Please submit an application of no more than two pages that tells the selection committee about your capacity to perform the duties and responsibilities of the advertised role. Your application may be in the form of a pitch but should clearly outline your capabilities against the "What you Require"(Professional/Technical Skills and Knowledge, and Behavioural Capabilities) section of the Position Description and include 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.

Please include a current curriculum vitae with details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Lewis (02) 6207 6450 Emma.Lewis@act.gov.au

Children, Youth and Families

Youth Justice and Adolescent Services

Therapeutic Casework Support

Case Worker, Therapeutic Casework Support

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 63414)

Gazetted: 13 December 2023

Closing Date: 15 January 2024

Details: The Health Professional Level 2 Case Worker role is focused on delivering the best possible outcomes for children and young people by delivering best practices in therapeutic casework support for children and young people who engage in harmful behaviours, as well as their families and communities, including appropriate support for First Nations and culturally and linguistically diverse people.

The Therapeutic Casework Support team is being established in response to the *Justice (Age of Criminal Responsibility) Legislation Amendment Act 2023*, which will see the ACT become one of the first states and territories in Australia to raise the minimum age of criminal responsibility from 10 to 12 in the first instance, and to 14 years of age in 2025. 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. By using a coordinated, therapeutic approach to these behaviours, children and young people will be able to access appropriate and meaningful support.

The behaviours that are currently bringing these children and young people into contact with the justice system 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.

The newly established team will be responsible for assessment, support and case management of children and young people who are engaged with the Therapeutic Support Panel, a multi-disciplinary panel of experts that will facilitate support for children, young people and their families. Together, the casework team and the Therapeutic Support 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.

Eligibility/Other requirements:

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline.

One year of experience working with children, youth and/or families in a social work/case management role.

Current (C class) driver's license is essential.

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

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months and/or permanency.

A Merit Pool may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

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: Chelsea Gutterson (02) 6207 3512 Chelsea.Gutterson@act.gov.au

Children, Youth and Families

Youth Justice

Bimberi Residential Services

Youth Worker – Bimberi Residential Services - Permanent, Temporary & Casual positions available

Youth Worker 1 \$68,685 - \$73,920, Canberra (PN: 09103, several)

Gazetted: 11 December 2023

Closing Date: 17 January 2024

Details: Bimberi Residential Services is recruiting energetic and committed youth workers to join the team.

Youth workers play an important role in supporting and supervising young people at the Bimberi Youth Justice Centre and Bimberi Community Residential Services.

Working in youth justice is about empowering young people to steer their lives in a more positive direction when they return to the community. If you are passionate about changing lives for the better, becoming a youth worker is the ideal place to start.

As youth workers, we empower children and young people to steer their lives in a more positive direction. We act as role models by:

- Establishing healthy routines and working to a daily structure

- Redirecting anti-social and challenging behaviour to the positive standards expected by the community

- Engaging young people in education through ongoing encouragement and mentoring

- Helping young people to develop positive family and peer relationships

- Facilitating support from other services such as health and mental health providers, educators, and disability organisations

- Creating safe and supportive environments.

While care, supervision, safety and support form the foundation of the role, you will also need strong interpersonal and communication skills. We look for people who are:

- Passionate about working with young people – you strive to engage and empower them to change their lives for the better.

- Dedicated and resilient – you are committed to following procedures, can deal with confronting situations and thrive on challenges.

- Proactive – you are constantly thinking of new ways to solve problems and address issues.

If you are mature and open-minded, your life experiences will enable you to connect and communicate with young people from many different backgrounds. Working intensively with young people every day means there's no end to what you can learn and how you can grow in your career.

Youth Workers are required to work shift work and provide direct supervision and support to young people and management of their daily routines and behaviours. Youth Workers play an important role in identifying and managing risk and maintaining safety and security.

Successful applicants will be provided with seven weeks paid induction training that covers topics including legislative obligations, Human Rights, trauma informed and therapeutic practice, responding to critical situations (including Use of Force) and behaviour management.

Eligibility/Other requirements

- Current driver's licence

- Current Senior First Aid Certificate

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

Notes:

Permanent, Temporary and Casual roles may be filled based on operational requirements and the business needs of the organisation.

Selection will be based on application, suitability assessment, interview, medical/fitness (beep test) assessment and National Police Check.

Prior to commencing Youth Worker induction, you are required to produce evidence of a current Senior First Aid Certificate and ACT Working with Vulnerable People Card.

How to apply: You will be required to submit responses to the Selection Criteria questions below:

Why are you interested in being a Youth Worker?

What skills do you have?

What do you think teamwork means?

What is important to perform the role of Youth Worker?

CSD values are Respect, Integrity, Collaboration and Innovation. What values align with you the most?

Applications are sought from potential candidates that should include;

Supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your knowledge, skills and experience, in carrying out the duties outlined in the Position Description.

Names and contact details of at least two referees, including your most recent/current supervisor or manager: and a Current curriculum vitae must also be included.

Youth Worker information session

Two information sessions will be held at Bimberi Youth Justice Centre on the following dates:

Tuesday 9 January 2024 – from 6.00 to 7.00pm

Saturday 13 January 2024 – from 3:30 to 4:30pm

Monday 15 January 2024 - from 11:00am to 12:00pm

You will need to RSVP to reserve your spot by calling the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Lewthwaite (02) 6207 8801 Kim.Lewthwaite@act.gov.au

Housing Assistance

Client Services

Senior Director

Senior Officer Grade A \$162,291, Canberra (PN: 63125)

Gazetted: 11 December 2023

Closing Date: 25 December 2023

Details: Client Services Branch is responsible for assessing applications for social housing assistance, allocating social housing properties, tenancy and property management, and tribunal advocacy services. In doing so, Client Services Branch provides a range of support to low-income households, community providers and people who are unable to find appropriate accommodation in the private rental market.

Senior Directors in Client Services Branch are key operational positions within Client Services Branch. Each manage significant functions and have extensive people management responsibilities.

The roles are accountable to the Executive Branch Manager, Client Services Branch and the occupants are expected to demonstrate strong management and leadership capability in line with the organisational values, the ability to think strategically in a busy operational environment, possess excellent interpersonal, organisational and communication skills and outstanding customer service experience.

Eligibility/Other requirements:

Experience in a human services field and/or a relevant tertiary qualification desirable.

Driver's license is essential.

A National Police check will be undertaken for the successful candidate should they not be currently employed by the ACT Public Service.

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

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

A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: 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 copy of your current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Aigner (02) 6207 6043 Geoff.Aigner@act.gov.au

Housing Assistance

Housing and Homelessness Program Management

Housing Assistance Policy

Assistant Director

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 23135)

Gazetted: 11 December 2023

Closing Date: 22 January 2024

Details: Are you looking for an exciting opportunity to work across a wide range of social housing operational policy areas in the ACT Government?

To be a strong contender for this role you require excellent communication skills, strong leadership and judgement skills, work to tight deadlines across competing priorities, bring demonstrated experience working as part of a team, and be a strategic thinker who can take the initiative in analysing and advising on complex issues.

Housing ACT, within the Community Services Directorate (CSD), is looking for an experienced member who will provide an immediate impact to the operational policy team. This position provides a great opportunity to see the inside workings of Government, and to contribute to the development of key housing, homelessness policy and program priorities for our 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.

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. Flexible working arrangements are supported including working from home or across various ACT Government office locations.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your skills, qualifications and experience that make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leith Felton-Taylor (02) 6207 3820 Leith.Felton-Taylor@act.gov.au

Children, Youth and Families

Youth Justice

Bimberi Youth Justice Centre

Facilities Manager

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 03294)

Gazetted: 11 December 2023

Closing Date: 15 January 2024

Details: Bimberi Residential Services is seeking an experienced committed, and innovative individual to permanently fill the role of Facilities Manager. You will be responsible for leading and supervision of a small team in the management and coordination of activities related to the maintenance and servicing of the Bimberi Youth Justice Centre's facilities, stores, equipment, vehicle fleet and grounds.

The Facilities Manager is a hands-on role. You will be responsible for:

Coordinating effective solutions for the delivery of daily maintenance requests

Managing and maintaining the preventative maintenance schedules

Upkeep of equipment and supplies to meet health and safety standards and security measures.

Oversee and maintain the asset management across the site.

General maintenance and repairs across all Bimberi sites

Leading a small team

Bimberi is looking for a proactive Facilities Manager with:

High level organisation and IT skills

Strong communication and negotiation skills

A keen eye for detail

An ability to balance multiple priorities.

This role also assists in the coordination of external contractors and liaises with internal clients and participates in minor building projects and improvements.

Bimberi Youth Justice Centre (BYJC) focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention to children, young people and their families.

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

Eligibility/Other requirements:

Desirable qualifications and experience:

An industry recognised qualification in trade skills or equivalent work experience.

Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment.

Experience leading and managing a small team.

Well-developed IT skills including experience in the use of word processors, spread sheets and data systems and the ability to accurately maintain electronic database records.

Notes:

Possession of a current driver's licence

Senior First Aid Certificate

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

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 that must include:

Your application should be two pages outlining your strengths against the Selection Criteria.

Names and contact details of at least two referees, including your most recent/current supervisor or manager; and a Current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Lewthwaite (02) 6207 8801 Kim.Lewthwaite@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYRIS

CYRIS External Project Officer

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63537)

Gazetted: 07 December 2023

Closing Date: 20 December 2023

Details: Child and Youth Protection Services (CYPS) within Community Services Directorate (CSD) have the responsibility of supporting children, young people and families in the ACT requiring a care or justice response. CYPS currently have a vacancy for a Project Officer to join the Child and Youth Record Information System (CYRIS) Business System team.

CYRIS is the client management system that has been operational since November 2019. It spans all Child and Youth Protection Services, Child and Family Centres, Child Development Services and Bimberi Residential Service areas, providing an integrated view for the management of clients. It is used to provide access to information, capture important child and young people records, increase statutory and record keeping compliance, and will provide a vehicle for children, young people, and carers to contribute to their records.

The system and the business require ongoing CYRIS support for the most efficient and proficient use of the system. This will assist in wholistic management of clients, the responsiveness to business issues with the system, and the accuracy of the recording of data for reporting purposes.

The Project Officer, CYRIS External Projects will support the Senior Director to collaborate, design, implement and operationalise the CYRIS external projects. The Project Officer will need to facilitate project and change management activities, manage reporting requirements which will have tight timeframes, develop business requirements and business process maps, undertake research and analysis, identify risks and the expenditure required to deliver the program of work and develop communications and training material.

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)

Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: This is a temporary position available immediately until June 2024 with the possibility of extension up to 12 months and/or permanency.

A merit pool may be established from this selection process and will be used to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Applicants should submit a statement of no more than two pages 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: Sarah Kirk (02) 6205 4830 Sarah.Kirk@act.gov.au

Cultural Facilities Corporation

Canberra Theatre

Manager, Program and Presenter Services

Administrative Services Officer Class 6 - CFC \$91,315 - \$104,509, Canberra (PN: 3568A)

Gazetted: 13 December 2023

Closing Date: 15 January 2024

Details: This is an exciting opportunity for an experienced producer to join the Canberra Theatre Centre.

This is a vital role within the Programming team and requires someone with extensive experience in producing and programming, ideally within an Arts Centre context.

The role is a mix of duties that includes:

Developing new and maintaining existing commercial and industry contacts for the purposes of attracting business to the Centre to meet financial targets and strategic goals.

Overseeing CTC's booking calendar by assessing venue availability against product, identifying and prioritising opportunities for commercial and cultural return.

Overseeing CTC's Venue Hire agreements, venue bookings software and management systems, ensuring that contractual compliance is met.

Scoping new programming opportunities for Canberra Theatre Centre, and initiating, negotiating and managing risk proposals, contracts and budgets.

Negotiating deals, agreements and contracts with relevant artists, presenters, co-presenters' promoters and agents to ensure projects are delivered according to requirements;

Acting as the lead Canberra Theatre Centre Producer on selected projects to deliver events across all venues

The successful candidate will have extensive experience in scoping, budgeting, contracting and delivering performing arts projects. The role requires someone who has good business acumen and a commercial outlook and thrives on fostering great relationships across the performing arts sector.

Notes: This is a temporary position available for a period of 12 months.

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 below.

Contact Officer: Daniel Clarke 6243 5708 daniel.clarke@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

Director of Public Prosecutions

4.3 Classification: Director of Public Prosecutions \$498,729 - \$531,729, Canberra (PN: P42920)

Gazetted: 09 December 2023

Closing Date: 14 January 2024

Details: The Attorney General of the Australian Capital Territory (ACT) invites expressions of interest from eligible and suitably qualified individuals for appointment as Director of Public Prosecutions (DPP). The DPP is an independent statutory officer appointed by the Executive under the *Director of Public Prosecutions Act 1990* (ACT). The Director is responsible for prosecuting criminal offences in the name of the Crown and exercising a range of statutory functions across the criminal and civil justice system. The statutory functions of the DPP are contained in Division 2.2 of the DPP Act.

Eligible individuals will demonstrate:

High level advocacy and legal skills including a proven record of excellence as an advocate in trial and appellate litigation.

Capability to provide the highest quality legal advice, underpinned by extensive knowledge of criminal law and the laws of evidence.

The ability to lead and develop more junior prosecutors, other staff and manage the administrative functions of the Office.

The appointee will demonstrate high-level oral, written and interpersonal communication skills. and the ability to develop strategic objectives and manage change. Of critical importance will be the highest levels of integrity, character, independence, impartiality and objectivity.

Eligibility/Other Requirements: Eligible individuals will be a legal practitioner for not less than five years, or admitted as a legal practitioner in a state or other territory for not less than five years, and have the ability to obtain, and retain a Negative Vetting 2 security clearance.

Contract: The DPP is an independent statutory officer appointed by the Executive under the *Director of Public Prosecutions Act 1990* (ACT). The position will be appointed for an initial term of up to 5 years.

How to Apply: To obtain position documentation, please email applications.australia@ngs-global.com, quoting J16093, Director of Public Prosecutions, ACT. If further information is required, please contact Grant Nichol, or Dr Marianne Broadbent, Managing Partners, (or NGS Global on 1300 138 863 or +61 3 8626 0600). To apply, please submit a cover letter and curriculum vitae to applications.australia@ngs-global.com. A concurrent search is being undertaken.

Contact Officer: Grant Nichol, or Dr Marianne Broadbent, Managing Partners 1300 138 863 or +61 3 8626 0600
applications.australia@ngs-global.com

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

Executive Branch Manager, Digital Strategy Services and Transformation

Temporary Vacancy (1 January 2024 – 1 March 2024 with the possibility of extension)

Education Directorate

Service, Design and Delivery

Position: E841

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date circulated: 8 December 2023

The Education Directorate has a short term vacancy from 1 January 2024 to 1 March 2024 with the possibility of extension to fill the position of Executive Branch Manager Digital Strategy Services and Transformation.

The Executive Branch Manager (EBM) works to the Executive Group Manager, Service Design and Delivery and is a member of the Directorate's executive team to provide strategic leadership for the ACT in school education, early childhood care and education.

The EBM is pivotal to guiding the Directorate's engagement with digital transformation and alignment to the ACT Government's Digital Canberra concept. This Executive leads significant change management and business innovation across the Directorate and is accountable for the design and delivery of Education's digital strategy and records management program. The EBM leads a range of ICT programs, business transformation initiatives and is responsible for the design and implementation of the service delivery arrangements with Shared Services ICT. The EBM also fulfils a leadership role across the ACT Public Service – participating in cross government working committees and project boards. The EBM also represents the Directorate on national committees and working groups including the National Systems Interoperability Program and Chief Information Officers' forums. The EBM requires a diverse skill set – encompassing in-house consultancy services, strategist, risk management, contract management, service delivery assurance and strategic stakeholder consultation.

Key responsibilities of the Chief Information Officer role are:

- Development and implementation of the e-learning strategy
- Development and implementation of a contemporary e-business systems
- Management of the Directorate's information assets

The function provides advice to Deputy Director-General, Director-General, other members of the organisation's executive team and the Minister and Cabinet.

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: Applications should include a maximum one page pitch and a current Curriculum Vitae with the details of two referees. Applications should be sent to Angela Spence via email, Angela.spence@act.gov.au by COB Friday 15 December 2023.

Contact Officer: Angela Spence Angela.spence@act.gov.au

Classroom Teacher

Classroom Teacher \$80,858 - \$119,288, Canberra (PN: CT0001)

Gazetted: 13 December 2023

Closing Date: 17 January 2024

Primary and Early Childhood Teachers- Permanent Long-Term and Short-Term Contract Roles

Secondary teachers – Permanent, Long-Term and Short-Term Contract Roles

Nation-leading public school pay and conditions.

Future-focussed on career growth and development.

Ongoing professional development, in-school support, and mentoring.

APPLY HERE

We are seeking secondary teachers to commence either as permanent staff or on one term, semesterly or yearly contracts in 2024. Teaching areas of specialisation we are seeking include:

Mathematics and Science

Computer science and digital media

Humanities and Social Sciences

Technology and Applied Studies

Creative and Performing Arts

Languages

Disability and Inclusion educators

Physical Education, Health and Outdoor Education

About us

Join a leading learning organisation where *you* matter, working with experienced and supportive school leaders. By teaching in the growing ACT public school system, you will make a real difference to the lives of the young people of Canberra. In 2024, we're opening our 91st school in a system delivering excellent, inclusive and equitable outcomes for very child and young person. We value educators who are enthusiastic, innovative and willing to engage and nurture curiosity and creativity.

Our system offers nation leading pay and conditions and a better classification structure that supports school leaders, new educators, and experienced teachers. If you're contracted for 12 months or more, we'll assist with your relocation expenses (up to \$12k).

Experienced teacher salaries for 2024 range from \$101,477 to \$119,288, while graduate teacher salaries start at \$84,978.

Benefits of working in ACT public schools:

Better workloads that prioritise developing educational leadership, innovative teaching and learning including reduced face-to-face teaching hours for our graduate teachers.

4 staff development days a year (student free), held at the beginning of each term.

A New Educator Support Program to set new educators up for success.

The right to disconnect outside of work hours and enjoy a better work/life balance in a progressive, diverse and inclusive city.

About you

Whether you're seeking a contract for a term, a semester, a year, or a permanent position we can help you find the teaching role that suits what you are looking for. As a teacher employed by the ACT Education Directorate, you will be a dynamic, professional and contemporary educator who will:

Have subject expertise and the ability to teach across a broad age and ability range.

Develop relationships across your professional and school community to provide the best student experience.

Demonstrate an ability to work effectively and collaboratively in a team environment with like-minded educators who have a passion for teaching and their specialisation.

Have strong classroom management skills enabling a supportive and inclusive learning environment.

Commit to collaborative professional learning and development as an educator.

Commit to safeguarding and promoting the welfare of children.

Eligibility requirements for employment

To be able to teach within the ACT public education system you must:

Hold and/or be eligible for teacher registration with the Teacher Quality Institute (TQI) prior to starting your employment.

Hold a current ACT Working with Vulnerable People (WwVP) registration.

Be an Australian citizen and/or be permanent resident and/or hold a valid working visa.

Business sponsorship is available and assessed on an individual basis. Email eduteachingincanberra@act.gov.au to find out more.

Why Canberra?

Flexibility in your choice of schools, without having to relocate from where you live.

Enjoy a work/life balance in a progressive city where everything is only a 30-minute drive away!

Canberra is a safe, welcoming, and multicultural city with an abundance of nature reserves, parks, lakes, and mountains as well as contemporary and dynamic urban spaces, including extensive foodie and shopping precincts. Canberrans thrive in their active lifestyle; our residents have the highest participation level for organised sport in the country. Our community events are unsurpassed with regular artisanal markets and annual events including our spring festival featuring one million blooms by the lake, the renowned multicultural food festival and iconic hot air balloon festival in autumn.

Canberra is a city offering endless opportunity. But don't take our word for it – find out more about why Canberra is a great place to live and work.

How to apply

Apply via our job portal here, noting you will need to attach the following documents:

A two-page statement providing practice examples of your experience aligned to the Australian Professional Standards with an emphasis your pedagogical philosophy and how you have strived to meet the diverse needs of students.

Your resume.

Contact details of two referees.

A copy of your registration from your local regulatory authority. If currently studying, evidence of enrolment in an accredited Initial Teacher Education program.

We welcome applications from teachers all year round. Please email us at eduteacherrecruitment@act.gov.au to find out about the many opportunities with ACT public schools.

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTQIA+ are encouraged to apply.

#LI-DNI

Contact Officer: Wally Arndt (02) 6207 3046 wally.arndt@act.gov.au

Service Design and Delivery

Student Engagement

School Attendance Team

Attendance Project Officers

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 60494, several)

Gazetted: 13 December 2023

Closing Date: 2 January 2024

Details: The two positions of Attendance Project Officer are based in the School Attendance Team (SAT). The School Attendance Team (SAT), alongside the roles of Education/Child and Youth Protection Service Liaison Officer, Hearing and Vision teams, and Targeted Support Directors are all part of Targeted Support within Student Engagement.

Our ideal applicant will be an experienced and flexible project officer with experience in program and project management, stakeholder engagement and knowledge of the ACT public school context.

The successful applicants will work independently and closely with ACT public schools to specifically support the implementation of the *ACT Public School Student Attendance and Roll Marking Procedure* (the procedure) within schools. The function of the positions is to provide assurance and compliance with the procedure including:

Roll submission

Correct use of attendance codes

School based attendance procedures

School based referral procedures for students where attendance is of concern.

Exemption Certificate compliance

Eligibility/Other requirements:

Mandatory

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

Current drivers licence is essential, including access to a private vehicle for work purposes.

Highly Desirable

Knowledge in the use of the ACT Public Schools School Administration System (SAS) Sentral

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and 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 (max 3 pages), current curriculum vitae/resume and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Klose (04) 6856 0058 Vanessa.Klose@ed.act.edu.au

School Improvement

Narrabundah Early Childhood School

Administration Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 53807)

Gazetted: 12 December 2023

Closing Date: 4 January 2024

Details: Narrabundah Early Childhood school is looking for a dynamic proactive and caring person to join our administration team. This position is an integral member of our front office team working directly supporting students, visitors to our school including parents and carers and school staff.

The Administration Officer will provide a high standard of administrative assistance and support to the school including to the school executive team and teachers. The position works directly with the school business manager in the day-to-day administrative tasks of the school including customer service, reception duties, telephone enquiries, general administrative support and first aid.

The successful applicant will work in a dynamic and fast-paced team setting, demonstrating the ability to work independently, with the initiative to manage priorities and deadlines, and take on the crucial role of creating a positive first impression for our school.

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

Note: This is a temporary position available from 15 January 2024 until 20 December 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. 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, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Stewart (02) 6142 3828 Erin.Stewart@ed.act.edu.au

Office of Schools

Tuggeranong Network

Lake Tuggeranong College

Student Workplace Co Ordinator - Lake Tuggeranong College

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 22662)

Gazetted: 13 December 2023

Closing Date: 22 December 2023

Details: As part of the Careers Team, you will provide targeted support to students who require assistance with job seeking and career pathway planning and support to successfully complete the ASBA program and into post-school options. This will include supporting students with disabilities and diverse learning needs and identifying and supporting vulnerable students and young people at risk of disengaging from education or employment.

You will have work collaboratively with stakeholders including, students and their families, employers, school staff, training, and service providers, as well as national and local government departments, to support positive outcomes for students. You will also be responsible for the growth of ASbAs across the school and be required to provide advice and information to executives within the school.

You will be skilled in managing and responding to individual needs of students and employers, while also having a strong understanding of the labour market trends and needs, to assist students in gaining appropriate experiences, skills and knowledge to support their career pathways.

The ideal candidate will be resourceful, passionate about working with students and young people and committed to improving job outcomes for their students.

Given the fast-paced and ever-changing nature of schools, the successful candidate will also need to possess the ability to prioritise and monitor workflows and practices in alignment with Directorate policies and procedures. Exceptional communication and liaison skills, with the capacity to engage with a diverse range of clients, are essential qualities for this position.

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)

The successful applicant will have careers education qualifications or a willingness to complete the relevant qualifications

Desirables:

Experience in an administration and careers education role

First Aid Certificate or a willingness to undertake appropriate training (mandatory in some roles)

Certificate IV or equivalent e.g. Career Development, Career Education, Employment Services, Training & Assessment

Excellent knowledge of Microsoft Outlook, Word and Excel and google suite.

Knowledge of school specific software including Sentral and Timetable or similar.

Notes: This position is part-time at (29:24) hours per week and the full-time salary noted above will be pro-rata.

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

How to apply: Please submit a written response to the Selection Criteria, please limit your response to no more than half a page per criteria, along with a current curriculum vitae with contact details for two referees.

Applicants are strongly encouraged to call the contact officer prior to submitting their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristy Buchanan (02) 6142 3399 Kristy.Buchanan@ed.act.edu.au

School Improvement

South/Weston Network

The Woden School

LSA4 - Student Pathways/WEX

School Assistant 4 \$72,353 - \$78,207, Canberra (PN: 63704)

Gazetted: 07 December 2023

Closing Date: 21 December 2023

Details: The Woden School is seeking a passionate educator to coordinate and lead student pathways throughout the school. We believe in authentic personalised learning pathways that ensure all students are empowered, able and connected through and beyond their schooling. This will involve facilitating work experience and engaging with community partners.

Note: This is a temporary position available from 10 January 2024 until 11 January 2025 with the possibility of permanency.

Selection may be based on application and referee reports only

How to Apply: one-to-two-page application outlining relevant experience and qualifications.

Applications should be submitted via the Apply Now button below.

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: James Malone (02) 6142 0203 James.Malone@ed.act.edu.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

Executive Branch Manager, Office of Industrial Relations and Workforce Strategy

Temporary Vacancy (17 January 2024 to 30 June 2024)

Office of Industrial Relations and Workforce Strategy

Public Sector Employment Group

Industrial Relations and Public Sector Employment Branch

Position: E1201

(Remuneration equivalent to Executive Level 1.4)

Circulated to: #ACTPS Senior Executive List; #ACTPS, SOGA; #MPC Infrastructure Managers

Date Circulated: 13 December 2023

The new Office of Industrial Relations and Workforce Strategy (OIRWS) has been established within CMTEDD to ensure consistent implementation of Government policies and to promote stronger relationships between unions, workers and the Public Service at all levels.

Within OIRWS, the Industrial Relations and Public Sector Employment Branch, is seeking an experienced leader to fill the position of Executive Branch Manager, commencing 17 January 2024 to 30 June 2024.

The Executive Branch Manager, Industrial Relations and Public Sector Employment Branch, is the leader of a Branch which provides high level strategic and operational advice on whole of government employment, industrial and workplace relations issues.

The Branch is responsible for developing, negotiating, and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and directorates. The team is also responsible for the application, implementation, and interpretation of Public Sector employment related legislation and projects. We are looking for a highly motivated and skilled person who can demonstrate they have the necessary public sector industrial relations experience and legal knowhow to provide high level advice and to represent the ACTPS and the Government in strategic workplace relations matters. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion.

The Executive Branch Manager, Industrial Relations and Public Sector Employment Branch, reports to the Executive Group Manager, Public Sector Employment Group.

Note: Selection may be based on written application and/or 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: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Russell Noud via email, Russell.Noud@act.gov.au by COB Wednesday 20 December 2023.

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

Corporate

Strategic Finance

Assistant Director, Senior Management Accountant

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 43778)

Gazetted: 13 December 2023

Closing Date: 10 January 2024

Details: Strategic Finance is seeking a motivated, well organised person who can work independently and as a team member to effectively perform the role and functions of Assistant Director, Senior Management Accountant. They should possess a good understanding and have experience in public sector budget processes and financial frameworks, management accounting skills, excellent analytical ability and are client focused with high-level communication skills.

Strategic Finance is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting managers with business specific financial needs.

The successful applicant will be required to:

assist in the development and coordination of the Directorate's internal and external budget process and annual financial statements;

undertake financial analysis and budget costings;

financial and performance management reporting and forecast;

assist in ensuring compliance with Treasury guidelines, statutory reporting and other legislation requirements and timeframe; and

liaise and negotiate with other agencies as required.

Eligibility/Other requirements:

Experience in the use of complex spreadsheets and financial management systems such as TM1 is highly desirable.

Relevant accounting or equivalent qualifications, or significant progress towards gaining them is highly desirable.

Membership of either Australian professional accounting bodies (CPA or ICA) is also highly desirable.

Note: This is a temporary position available from 18 January 2024 until 30 September 2024 with the possibility of permanency.

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. 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: Potential candidates should include a supporting statement of no more than two pages

addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jing Jyh Wong (02) 6205 4756 JingJyh.Wong@act.gov.au

Corporate

Capital Works and Infrastructure

Executive Assistant

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 17381)

Gazetted: 13 December 2023

Closing Date: 21 December 2023

Details: Capital Works and Infrastructure (CWI) are looking for a motivated and highly organised person to fill the role of Executive Assistant. The successful applicant will have demonstrated experience in the provision of high-level administrative support, including diary management, daily tracking of priorities, secretariat duties and have a level of proficiency in Microsoft Office Suite, Records Management Systems. As the first point of contact for the CWI Executive Branch Manager, the successful applicant will be required to liaise with a range of stakeholders whilst maintaining a high level of confidentiality and discretion.

Eligibility/Other requirements:

Ability to use digital tools to organise, prioritise and track all actions and deadlines using Microsoft OneNote and Teams and prepare files for meetings using Adobe Professional.

Experience in the use of a Records Management Systems such as TRIM.

Driver's licence may be required.

Notes: This position is within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants will need to submit a two page pitch outlining their Professional/ Technical Skills and Knowledge, Behavioural capabilities, current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Philip Busic (02) 6207 5729 Philip.Busic@act.gov.au

Public Trustee & Guardian

Financial Management Services Unit

Assistant Director, Principal Financial Manager

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 38282)

Gazetted: 13 December 2023

Closing Date: 27 December 2023

Details: The Public Trustee and Guardian has a temporary opportunity for a motivated and well organised professional to act as Assistant Director in our Financial Management Services Unit. Reporting to, and under the limited direction of the Senior Director FMSU, the position will provide guidance and leadership to a close-knit and supportive team in a busy work unit, whose role is to undertake the administration of financial matters for adults unable to manage their financial affairs due to a physical, mental, psychological, or intellectual condition, as well as those under Enduring Power of Attorney.

The responsibilities of the position include leadership and supervision of staff, management of complex financial client matters, representation at ACAT on behalf of the PTG, quality assurance and audit responsibilities.

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

Eligibility/Other requirements:

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

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months and/or permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Applications are sought from potential candidates and should include a personal pitch of no more than two pages, outlining the skills and experience you have that make you the best candidate for the position, based on the Professional/Technical Skills and Knowledge and Behavioural Capabilities criteria as per the What You Require section of the Position Description.

Applicants should also include a current curriculum vitae and the names and contact details of two referees, one of whom should be your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Laundess (02) 6207 9800 Daniel.Laundess@act.gov.au

ACT Corrective Services

Custodial Operations

Court Transport Unit

Area Manager, Court Transport Unit

Correctional Officer Class 3 \$104,074 - \$110,706, Canberra (PN: 49415)

Gazetted: 12 December 2023

Closing Date: 29 December 2023

Details: ACT Corrective Services are offering an exceptional career opportunity for individuals interested in the position of Area Manager - Correctional Officer Class 3 at the Court Transport Unit (CTU). The operational hours in the CTU are 07:00 to 18:00, Monday to Friday, based on an eight hour day.

The successful applicant will be responsible for providing leadership, supervision and management of staff and operations within Correctional facilities. You will also have the capacity to assume control of the facility in the absence of the Director, CTU.

On a day to day basis, the successful applicant will ensure safe care and custody of detainees, maintain security and supervision of staff and detainees, admit and discharge detainees in accordance with relevant legislation and prepare reports and undertake investigations as required.

In addition, you will also assist in training and development including the provision of work performance assessments and feedback and ensure staff and detainees comply with relevant legislation, policies and procedures.

To be successful, you will demonstrate exceptional communication and interpersonal skills in addition to leadership and management skills. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment.

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

Eligibility/Other requirements:

Compliance Requirements/Qualifications:

Relevant custodial experience and Certificate III and Certificate IV in Correctional Practice (Custodial) are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service.

Current unrestricted Driver's license is essential.

Senior First Aid Certificate is essential

Relevant tertiary qualifications are desirable.

This position requires pre-employment psychological and medical testing and Police record 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)

How to apply: 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 your current driver's licence.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary Hamblin (02) 6207 1041 gary.hamblin@act.gov.au

ACT Human Rights Commission

President and Human Rights Commissioner

Governance and Corporate Support

Senior Director, Governance and Corporate Support

Senior Officer Grade A \$160,541, Canberra (PN: 48981)

Gazetted: 07 December 2023

Closing Date: 31 January 2024

Details: The President of the ACT Human Rights Commission is seeking a highly motivated and organised professional to exercise a number of delegated functions of the President and the ACT Human Rights Commission. Duties of the Senior Director, Governance and Corporate Support include providing strategic and practical advice and assistance to the President on a range of budget; corporate and planning processes; systemic policies; and priority issues; participating in agency liaison meetings; drafting briefings, reports and speeches; and providing advice on whole of Commission legal compliance issues such as freedom of information, privacy and territory records. Please see the role description for a full list of duties and responsibilities, and the required capabilities for the role.

The ACT Human Rights Commission supports workplace 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 LGBTQIA+ are encouraged to apply.

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than a three-page pitch addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities as detailed in the Position Description and a current curriculum vitae, including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Mathew (02) 6207 4684 Penelope.Mathew@act.gov.au

Transport Canberra and City Services

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

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

City Services

City presentation

Place Management

Leading Hand- Weed Control

General Service Officer Level 7 \$71,955 - \$75,787, Canberra (PN: 62284)

Gazetted: 13 December 2023

Closing Date: 3 January 2024

Details: The General Services Grade 7 position within Place Management are responsible for leading a team engaged in weed control services and the maintenance of the of urban open space areas.

Day to day activities of this position include planning and programming amenity weed control work per the amenity weed control guidelines and working with the teams in the field, ensuring WHS requirements are met, including risk assessments and implementation of temporary traffic management measures.

This role will deliver the annual amenity weed control program and will ensure that daily critical tasks are completed. There is also a requirement for this position to create reports against milestones for the program and ensure quality of delivered services.

Eligibility/Other requirements:

Certificate III – Horticulture/Turf/Landscaping or equivalent is desirable.

AQF-3 Chemical Accreditation is essential.

AQF-4 Chemical Risk Management or a willingness to obtain is highly desirable.

Implement Traffic Control Plans qualification or a willingness to obtain.

Workplace Health and Safety Induction (White Card)

Note: This is a temporary position available immediately for six months 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: After reviewing the “What You Will Do” and “What You Require” sections in the Position Description, please provide a response that provides evidence of your suitability to the role addressing the Selection Criteria.

Include examples that clearly demonstrate your relevant experience, skills and knowledge. Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

Applications should be submitted via the Apply Now button below.

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: Tessa Roberts 0419 001 377 Tessa.Roberts@act.gov.au

Chief Operating Officer Group

Finance

Assets and Capital Works

Assets and Capital Works Finance Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 24922)

Gazetted: 07 December 2023

Closing Date: 21 December 2023

Details: The Chief Operating Officer Group is responsible for improving corporate business operations including Governance and Ministerial Services, People and Capability, Safety and Wellbeing, Innovation and Customer Experience, Chief Information Office, Communications and Finance.

The Finance Branch sits within the Chief Operating Officer Group and is responsible for facilitating the management of the Directorate’s budget and providing financial advice to the Minister, the Executive Leadership Team, Executives and line managers. The Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-ordinating the Directorate’s budget and financial processes. The Finance Branch works closely with the Shared Services Centre to provide financial services, accounting and reporting capabilities of the Directorate.

The Assets and Capital Works section is responsible for the management of the Directorate’s asset register which holds over \$11 billion worth of assets. The section also looks after the asset accounting and reporting functions as well as providing advice on asset related issues to stakeholders. The section undertakes internal and external reporting of capital reports to internal and external stakeholders as well as managing capital works appropriation, drawdowns, instrument requests and cash requirements.

This position is part of a small and dynamic team reporting to the Director, Financial Reporting (Assets and Capital Works). The position assists with the management of the Directorate’s assets as well as with the capital works program. The occupant of the position will have the opportunity to undertake a diverse range of tasks including the maintenance of the Directorate’s assets register, assist in monitoring the Directorate’s annual capital works program, requesting capital funding through the draw down process and reporting of assets in the Directorate’s financial statements.

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 a disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: This position requires:

Previous experience in a finance related role.

Experience in using Microsoft Office suite applications, with intermediate excel skills and have the ability of performing basic formulas.

High level of customer service, with consistently clear oral and written communication skills.

High level organisational skills and ability to work under pressure.

Highly Desirable:

A degree level qualification (or progression towards) in accounting or relevant experience in a commensurate finance officer role.

Membership/progression towards ICAANZ or CPA.

Knowledge and experience in the use of ACT Governments financial systems (e.g. Oracle, Web, PMARS, Excel TM1 and APIAS, etc.).

Mandatory:

Undergo a pre-employment National Police Check

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months.

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

How to apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mei Lin Lam (02) 5124 9649 MeiLin.Lam@act.gov.au

Deputy Director-General, City Services

Executive Level 3.3 \$409,269 - \$425,685 depending on current superannuation arrangements, Canberra (PN: E868)

Gazetted: 07 December 2023

Closing Date: 14 January 2024

ACT Government – Transport Canberra and City Services Directorate

DEPUTY DIRECTOR-GENERAL, City Services

Sometimes referred to as a 'city-state', the Australian Capital Territory (ACT) is unique in Australia with responsibility for both state, and municipal functions. Transport Canberra and City Services Directorate (TCCS) delivers essential transport and city services that Canberrans rely on, as well as infrastructure, policy, planning and regulatory functions. The Directorate focuses on high-quality customer service and the well-being of the community and its workforce.

Deputy Director-General, City Services

Package \$409,269 or \$425,685 (dependent on current superannuation arrangements)

Reporting to the Director-General TCCS and working collaboratively across directorates, the Deputy Director-General City Services is accountable for the delivery and management of municipal infrastructure and public places in Canberra, including public civil assets, road, stormwater, shared path network, bridges, libraries, public parks and urban forests. The Deputy Director-General leads the delivery of capital works and waste management including increased recycling and circular economy opportunities.

To be the Deputy Director-General, you will demonstrate a high-level customer service record and the financial and asset management skills to operate effectively within a defined budget. You will have the ability to deliver outcomes using innovative solutions for the maintenance of city amenity and infrastructure. Of critical importance will be a proven ability to conceptualise, operationalise and prioritise required projects and their timeframes. You will demonstrate an ability to effectively communicate with stakeholders for the successful delivery of outcomes. Relevant tertiary level qualifications will be well regarded.

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

To obtain position documentation, please email applications.australia@ngs-global.com, quoting J16095, ACT TCCS Director-General, or J16096 ACT TCCS Deputy Director-General. If further information is required, please contact

Grant Nichol, or Dr Marianne Broadbent, Managing Partners, (or NGS Global on 1300 138 863 or +61 3 8626 0600). To apply, please submit a cover letter and CV to applications.australia@ngs-global.com. Applications close 11.30 p.m. on 14 January, 2024. A concurrent search is being undertaken.
Contact Officer: Grant Nichol, or Dr Marianne Broadbent 1300 138 863 or +61 3 8626 0600
leanne.power@act.gov.au

Director-General Transport Canberra and City Services

Executive Level 4.3 \$463,868 - \$482,488 depending on current superannuation arrangements, Canberra (PN: E918)

Gazetted: 07 December 2023

Closing Date: 14 January 2024

ACT Government – Transport Canberra and City Services Directorate

DIRECTOR-GENERAL Transport Canberra and City Services

Sometimes referred to as a ‘city-state’, the Australian Capital Territory (ACT) is unique in Australia with responsibility for both state, and municipal functions. Transport Canberra and City Services Directorate (TCCS) delivers essential transport and city services that Canberrans rely on, as well as infrastructure, policy, planning and regulatory functions. The Directorate focuses on high-quality customer service and the well-being of the community and its workforce.

Director-General, Transport Canberra and City Services

Package \$463,868 or \$482,488 (dependent on current superannuation arrangements)

As a senior executive, the Director-General TCCS provides a unique leadership opportunity to make a significant contribution to the delivery of transport and city services in the ACT. The Director-General is accountable to relevant portfolio Ministers and the Head of Service; leads an expert team of 2,500 FTE and is responsible for the guidance, leadership and management of TCCS as the delivery agency. The Director-General provides influential high-level advice on complex policy issues and has oversight of the ACT Government's transport, road safety, asset management and urban forest strategies, and zero emissions transition plan for Transport Canberra. The Director-General is a member of the ACTPS Strategic Board.

To be the Director-General you will be an experienced senior executive and have a record of achievement in a similar role gained in a large, complex high-profile portfolio agency. You will have a commitment to providing high-quality client focused services as well as a demonstrated knowledge and understanding of the transport and city services sector, including national laws and arrangements. Working at the highest levels, you will have outstanding liaison, representation and advisory, stakeholder management and negotiation skills.

Relevant tertiary level qualifications will be well regarded.

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

To obtain position documentation, please email applications.australia@ngs-global.com, quoting J16095, ACT TCCS Director-General, or J16096 ACT TCCS Deputy Director-General. If further information is required, please contact Grant Nichol, or Dr Marianne Broadbent, Managing Partners, (or NGS Global on 1300 138 863 or +61 3 8626 0600). To apply, please submit a cover letter and CV to applications.australia@ngs-global.com. Applications close 11.30 p.m. on 14 January, 2024. A concurrent search is being undertaken.

Contact Officer: Grant Nichol, or Dr Marianne Broadbent +61 (02) 6207 5990 Leanne.Power@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 5 \$89,114 - \$94,120

Komal Ajmal, Section 68(1), 11 December 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Evelyn Pappas, Section 68(1), 11 December 2023

Canberra Health Services

Registered Nurse Level 1 \$72,698 - \$97,112

Roshani Bhandari, Section 68(1), 18 December 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Clare Bundy, Section 68(1), 16 December 2023

Assistant in Nursing \$55,927 - \$57,820

Abin Chakkumkal Babu, Section 68(1), 5 December 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Nisha Dahal, Section 68(1), 25 November 2023

Research Officer Grade 2 \$80,535 - \$86,909

Stephanie Day, Section 68(1), 8 December 2023

Health Professional Level 2 \$70,679 - \$97,028

Lucinda Knox, Section 68(1), 6 December 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Neethu Krishna, Section 68(1), 12 December 2023

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Peter Kuot, Section 68(1), 7 December 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Natalie Laidler, Section 68(1), 10 December 2023

Medical Imaging Level 2 \$70,679 - \$97,028

Gabrielle Grace Slockee, Section 68(1), 7 December 2023

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Maria Weir, Section 68(1), 12 December 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Bingqing Yu, Section 68(1), 21 December 2023

Dentist Level 3 \$157,959

Sushma Penugonda, Section 68(1), 15 December 2023

Specialist /Senior Specialist, \$188,151 - \$254,198

Dr Erika Joan Flores, Section 68(1), 09 November 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Zali McPherson, Section 68(1), 18 December 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Suzanne Champion, Section 68(1), 12 December 2023

Registered Nurse 2 \$100,957 - \$107,000

Amanda Russell, Section 68(1), 13 December 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$72,889 - \$78,177

Allison Barker, Section 68(1), 11 December 2023

Infrastructure Officer 2 \$91,428 - \$105,186

Andrew Barry, Section 68(1), 4 December 2023

Senior Officer Grade C \$117,845 - \$126,715

Ian Colless, Section 68(1), 11 December 2023

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

Tracy Lee Holshausen, Section 68(1), 11 December 2023

Administrative Services Officer Class 3 \$72,889 - \$78,177

Ting Liu, Section 68(1), 8 December 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Maddison Perrett, Section 68(1), 11 December 2023

Administrative Services Officer Class 5 \$89,114 - \$94,120

Angus Rees, Section 68(1), 5 December 2023

City Renewal Authority

Community Services

Administrative Services Officer Class 5 \$87,364 - \$92,370

Jamie Barton, Section 68(1), 6 December 2023

Administrative Services Officer Class 4 \$80,535 - \$86,909

Tahlia Griffin, Section 68(1), 14 December 2023

Infrastructure Officer 5 \$163,315

Geoff Murray, Section 68(1), 11 December 2023

Administrative Services Officer Class 5 \$89,114 - \$94,120

Summer Rule, Section 68(1), 7 December 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Iryna Sultani, Section 68(1), 11 December 2023

Education

School Assistant 2/3 \$53,566 - \$64,989

Sophie Hedgecoe, Section 68(1), 11 December 2023

Cleaning Services Officer 2 \$57,923 - \$59,949

Roseline K'hser, Section 68(1), 12 December 2023

Cleaning Services Officer 2 \$57,923 - \$59,949

Kaw Ku Law Lat, Section 68(1), 12 December 2023

Cleaning Services Officer 2 \$57,923 - \$59,949

Pow Shah Roh Law Lat, Section 68(1), 12 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Jesscya-Lee Morschel, Section 68(1), 13 December 2023

Cleaning Services Officer 2 \$57,923 - \$59,949

Rangshar Orgyan, Section 68(1), 12 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Benjamin Packwood, Section 68(1), 11 December 2023

Cleaning Services Officer 2 \$57,923 - \$59,949

Tar Paw, Section 68(1), 12 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Cian Reid, Section 68(1), 7 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Sarah Tabaja, Section 68(1), 7 December 2023

Justice and Community Safety

Administrative Services Officer Class 4 \$80,535 - \$86,909

Ghazal AlKhlaif, Section 68(1), 11 December 2023

ESA Mechanical Technician Level 2 \$87,345 - \$99,592 (up to \$106,508)

Brighton Jangano, Section 68(1), 11 December 2023

Suburban Land Agency

Infrastructure Manager/Specialist 1 \$175,124

David Dexter, Section 68(1), 11 December 2023

Transport Canberra and City Services

Bus Operator - Training \$74,582

Alexis Arvanitis, Section 68(1), 9 December 2023

Bus Operator - Training \$74,582

Rohin Edmondson, Section 68(1), 9 December 2023

General Service Officer Level 3/4 \$57,923 - \$62,931

Charlie Peel, Section 68(1), 12 December 2023

Bus Operator - Training \$74,582

Kelzang Thukten, Section 68(1), 9 December 2023

EGSO5.4 - Workshop Staff \$76,574 - \$80,357

Robert Loveridge, Section 68 (1), 30 November 2023

Worksafe ACT

Regulatory Inspector 5 (WorkCover Officer 5) \$84,749 - \$89,705

Nara O'Neil, Section 68(1), 11 December 2023

TRANSFERS

ACT Health

Louise Brown

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

ACT Health

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

ACT Health, Canberra (PN. 53084) (Gazetted 26 September 2023)

Callum McRae

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health

To: Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 51626) (Gazetted 14 December 2023)

Canberra Health Services

Oliver Velasco

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 23132) (Gazetted)

Chief Minister, Treasury and Economic Development

Tim Stewart

From: Senior Officer Grade C \$128,465

Community Services

To: Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development, Canberra (PN. 38769) (Gazetted 3 October 2023)

Stephanie Wilson

From: Senior Officer Grade A \$162,291

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$162,291

Chief Minister, Treasury and Economic Development, Canberra (PN. 50031) (Gazetted 16 October 2023)

Education

Angela Ward

From: \$138,476 - \$155,668

Education

To: School Leader C \$137,133

Education, Canberra (PN. 63521) (Gazetted 1 November 2023)

Marcial Munoz

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Education

To: Infrastructure Officer 2 \$91,428 - \$105,186

Education, Canberra (PN. 23622) (Gazetted 22 November 2023)

Justice and Community Safety

Isobel Merriman

From: Administrative Services Officer Class 5 \$87,364

Justice and Community Safety

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety, Canberra (PN. 37856) (Gazetted 15 September 2023)

PROMOTIONS

ACT Health

Policy, Partnerships and Programs

Health Policy and Strategy

Health Policy Unit

Clare Lucre

From: Graduate Administrative Assistant \$80,535 - \$82,894

ACT Health

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

ACT Health, Canberra (PN. 62983) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Office of Deputy Director General

Office of Professional Leadership

Office Chief Psychiatrist

Hillol Majumdar

From: Graduate Administrative Assistant \$80,535 - \$82,894

ACT Health

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

ACT Health, Canberra (PN. 58541) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Digital Solutions Division

Technology Operations

Critical Systems & Infrastructure Hub

Benjamin Morris

From: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 50878) (Gazetted 14 December 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.

Policy, Partnerships and Programs

Data Analytics

Health System and Services Data

Chaminda Ratnayake

From: Graduate Administrative Assistant \$80,535 - \$82,894

ACT Health

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

ACT Health, Canberra (PN. 63749) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Office of the Director General

Ministerial and Government Services

Government Business

Kylie Sakul-Thongbai

From: Senior Officer Grade C \$117,845 - \$126,715

ACT Health

To: †Senior Officer Grade B \$138,476 - \$155,668

ACT Health, Canberra (PN. 45489) (Gazetted 31 October 2023)

Policy, Partnerships and Programs

Health Policy and Strategy

Social Policy

Sakthi Senda

From: Graduate Administrative Assistant \$80,535 - \$82,894

ACT Health

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

ACT Health, Canberra (PN. 43032) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Maithili Senthildasan

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

ACT Health

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

ACT Health, Canberra (PN. 61341) (Gazetted 10 October 2023)

Canberra Health Services

Hamish Emmett

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Canberra Health Services

To: Administrative Services Officer Class 4 \$80,535 - \$86,909

Canberra Health Services, Canberra (PN. 61568) (Gazetted 17 November 2023)

Kathrryn Kimber

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. 28714) (Gazetted 18 October 2023)

Clinical Services

Mental, Justice and Alcohol and Drug Services

Adult Mental Health Services

Oluchi Mpama

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 40842) (Gazetted 10 August 2023)

Vicki Sullivan

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Canberra Health Services

To: Administrative Services Officer Class 4 \$80,535 - \$86,909

Canberra Health Services, Canberra (PN. 30688) (Gazetted 4 January 2023)

Anil Nair

From: Career Medical Officer \$176,425 - \$209,516

Canberra Health Services

To: Senior Career Medical Officer \$225,594- \$242,117

Canberra Health Services, Canberra (PN. 36845) (Gazetted 30 November 2023)

Pei-Lun Ho

From: Pharmacist 2 \$83,837 - \$101,321

North Canberra Hospital

To: Pharmacist 3 \$109,197 - \$118, 081

North Canberra Hospital, Canberra (PN.LP602559) (Gazetted 30 August 2023)

Khoa Vo

From: Pharmacist 2 \$83,837 - \$101,321
North Canberra Hospital
To: Pharmacist 3 \$109,197 - \$118,081
North Canberra Hospital, Canberra (PN. LP602559) (Gazetted 30 August 2023)

Anitha David

From: Registered Nurse 2 \$100,957 - \$107,000
Canberra Health Services
To: Registered Nurse 3 \$115,743 - \$120,506
North Canberra Hospital, (PN. LP7026) (Gazetted 11 September 2023)

Shannagh Rose

From: Admin Service Officer 3 \$71,139 - \$76,427
North Canberra Hospital
To: Admin Service Officer 4 \$78,785 - \$85,159
North Canberra Hospital, Canberra (Gazetted 11 December 2023)

Kyra Lloyd

From: Registered Nurse Level 1 \$72,698 – \$97,112
North Canberra Hospital
To: Registered Nurse Level 2 \$100,957 – 107,000
North Canberra Hospital, Canberra (Gazetted 11 December 2023)

Jayde Scotland

From: Registered Nurse 1 \$72,698 - \$97,112
North Canberra Hospital
To: Registered Nurse 2 \$100,957 - \$107,000
North Canberra Hospital, Canberra (Gazetted 8 December 2023)

Canberra Institute of Technology

Corporate Services

Data and Digitalisation

Office of the Chief Information Officer

Sarah Carpenter

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710
ACT Health
To: †Senior Officer Grade B \$140,226 - \$157,418
Canberra Institute of Technology, Canberra (PN. 59116) (Gazetted 14 June 2023)

Corporate Services

Corporate Services

Corporate Services

Milena Chabarkapa

From: Administrative Services Officer Class 4 \$80,535 - \$86,909
Canberra Health Services
To: Administrative Services Officer Class 5 \$89,114 - \$94,120
Canberra Institute of Technology, Canberra (PN. 61354) (Gazetted 20 October 2023)

Chief Minister, Treasury and Economic Development

Access Canberra

Corporate Support and Capability

Skills, Safety and Support

Masuma Alizada

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 63798) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital Data and Technology Solutions

Design and Strategy

Design and Experience

Jagadeeshwar Anumolu

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 63667) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Policy and Cabinet

Wellbeing Project Team

Nicholas Bulbeck

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 54298) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital Data and Technology Solutions

Design and Strategy

Design and Experience

Lefei Chen

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 63695) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Procurement ACT

Goods and Services

Jessica Chung

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 63730) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Access Canberra

Corporate Support and Capability

Finance and Budgets

Jack Crawford

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 40070) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital Data and Technology Solutions

Technology Services

End User Services

Henok Desale

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Information Technology Officer Post Graduate \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 17894) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital Data and Technology Solutions

Technology Services

Desktop and Applications Delivery

Petar Draskovic

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Information Technology Officer Post Graduate \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 14527) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Economic Development

Business and Innovation

Innovation

Max Duthie

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 37792) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Office of Industrial relations and Workforce Strategy

Future Workforce Strategy

Partnership Services

Alexander Eglitis

From: Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$140,226 - \$157,418

Chief Minister, Treasury and Economic Development, Canberra (PN. 17955) (Gazetted 2 May 2023)

Strategic Finance

Gustavo Fernandez

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 54368) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Office of Industrial Relations and Workforce Strategy

Innovation, Change and the Strategy and Transformation Office

Strategy and Transformation Office

Natasha Garske

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 63827) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Finance and Budget

Finance Reporting Framework

Alexander Gordon-Smith

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 31630) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Office of International Engagement
Office of International Engagement
Office of International Engagement
Emma Gowling

From: Senior Officer Grade B \$138,476 - \$155,668
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade A \$160,541
Chief Minister, Treasury and Economic Development, Canberra (PN. 60732) (Gazetted 22 March 2023)

Policy and Cabinet
Economic and Regional Policy
Briana Hay Leon

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 34963) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Policy and Cabinet
Social policy
Chelsea Joyce

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 39605) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Budget, Procurement, Investments and Finance
Shared Services - Finance Services
Bhawana Lamichhane

From: Administrative Services Officer Class 3 \$72,889 - \$78,177
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 10204) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Future Workforce Strategy
Innovation, Change and the Strategy and Transformation Office
Strategy and Transformation Office
Isobel Large

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 63828) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Finance and Budget
Executive
Katrina Lewis

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 34538) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

**Office of Industrial Relations and Workforce Strategy
Professional Standards Unit**

Jaclyn Ling

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 63733) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

**Procurement ACT
Policy and Capability
Capability**

Ka Him Ma

From: Administrative Services Officer Class 3 \$72,889 - \$78,177
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 54105) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

**Office of Industrial Relation and Workplace Strategy Group
Innovation, Change and the Strategy and Transformation Office
Strategy and Transformation Office**

Jack Murphy

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 63829) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

**Finance and Budget
Executive**

Andrew Norgate

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 32513) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

**Policy and Cabinet
Commonwealth State Relations**

Ruth Paderes

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 59394) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

**Digital Data and Technology Solutions
Customer Engagement**

ESA ICT Team

Bel Bahadur Rana

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development

To: †Information Technology Officer Post Graduate \$84,749 - \$89,705
Chief Minister, Treasury and Economic Development, Canberra (PN. 63832) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital Data and Technology Solutions

Customer Engagement

CMTEDD and PATOCS ICT Team

Riley Smereczanski

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Information Technology Officer Post Graduate \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 14378) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Access Canberra

Licensing and Registrations Branch

Diana Sollazzo

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. 36999, several) (Gazetted 6 October 2023)

Shared Services

Partnership Services

Record Services

Daren Stinson

From: Senior Officer Grade B \$140,226 - \$157,418

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$162,291

Chief Minister, Treasury and Economic Development, Canberra (PN. 23928) (Gazetted 12 October 2022)

Digital Data and Technology Solutions

Customer Engagement

Business Applications and Strategy

Pema Tshoki

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 53485) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Property and Shared Services

Shared Services - Finance Services

Finance Applications Support

Run Wang

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 62734) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Economic Development

Business and Innovation

Business

Emma Warren

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 53970) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Policy and Cabinet

Cabinet Assembly and Government Business

Maria Widiastuti

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 45726) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Access Canberra

Corporate Support and Capability

Digital Design and Delivery

Max Williams

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 21691) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital Data and Technology Solutions

Design and Strategy

Enterprise Architecture

Manli Yang

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 63770) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Access Canberra

Corporate Support and Capability

Business Systems

Lei Zhou

From: Graduate Administrative Assistant \$80,535 - \$82,894
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$89,114 - \$94,120
Chief Minister, Treasury and Economic Development, Canberra (PN. 63797) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Community Services

Strategic Policy

Executive Support

Courtney Petty

From: Administrative Services Officer Class 3 \$71,139 - \$76,427
Community Services
To: Administrative Services Officer Class 5 \$87,364 - \$92,370
Community Services, Canberra (PN. 00060) (Gazetted 20 February 2023)

Education

Safe at School

Izabela Barakovska

From: Graduate Administrative Assistant \$80,535 - \$82,894

Education

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Education, Canberra (PN. 63792) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Business Services

Communications Engagement and Government Support

Communication and Engagement

Carl Bauer

From: Graduate Administrative Assistant \$80,535 - \$82,894

Education

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Education, Canberra (PN. 37176) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Business Services

Communication, Engagement and Government Support

Ministerial and Corporate Reporting

Patrick Do

From: Graduate Administrative Assistant \$80,535 - \$82,894

Education

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Education, Canberra (PN. 63669) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

School Improvement

South and Weston Network

Canberra College

Viktor Halas

From: \$137,133

Education

To: †School Leader B \$159,091

Education, Canberra (PN. 04137) (Gazetted 13 November 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.

Service Design and Delivery

Student Engagement

Targeted School Support

Lizabeth Lipscombe-Kaley

From: \$79,108 - \$117,538

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 33788) (Gazetted 9 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.

Service Design & Delivery

Universal School Support

Careers and VET

Jennifer McGavock

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Education

To: †Senior Officer Grade C \$117,845 - \$126,715

Education, Canberra (PN. 09455) (Gazetted 14 December 2023)

System Policy and Reform

Education and Care Regulation and Support

Nicole O'Keefe

From: Professional Officer Class 2 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$119,595 - \$128,465

Education, Canberra (PN. 63960) (Gazetted 21 September 2023)

School Performance and Improvement

Tuggeranong

Lanyon High School

Jodie Shipway

From: School Assistant 3 \$61,981 - \$66,477

Education

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Education, Canberra (PN. 46904) (Gazetted 18 October 2023)

School Performance and Improvement

School Improvement Group

School Operations

Elizabeth Watt

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Education

To: †Senior Officer Grade C \$119,595 - \$128,465

Education, Canberra (PN. 15958) (Gazetted 22 September 2023)

Service Design and Delivery

Digital Strategy Services and Transformation

Improving ICT

Chunlei Yu

From: Graduate Administrative Assistant \$80,535 - \$82,894

Education

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Education, Canberra (PN. 63707) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

School Performance & Improvement

School Improvement Group

School Operations

Brooke James

From: Senior Officer Grade C \$119,595 - \$128,465

Education

To: Senior Officer Grade A \$162,291

Education, Canberra (PN. 40895) (Gazetted 18 October 2023)

Caroline Chisholm School

Smriti Sharma

From: School Leader C \$137,133

Education

Education, Canberra (PN:61169) (Gazetted 27 October 2023)

To: School Leader B \$159,091

Environment, Planning and Sustainable Development

Statutory Planning

Merit Assessment and DA Gateway

Jason Aoun

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Environment, Planning and Sustainable Development, Canberra (PN. 03101) (Gazetted 31 August 2023)

Environment

ACT Parks and Conservation Service

Parks and Partnerships / Urban Reserves

Martin Bennett

From: General Service Officer Level 5/6 \$62,078 - \$68,143

Environment, Planning and Sustainable Development

To: General Service Officer Level 8 \$75,931 - \$80,136

Environment, Planning and Sustainable Development, Canberra (PN. 41850) (Gazetted 31 October 2023)

Corporate Services and Operations

Governance Compliance and Legal

Legal Policy and Information Access

Sandra Buckley

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Environment, Planning and Sustainable Development, Canberra (PN. 18728) (Gazetted 6 November 2023)

Statutory Planning

Merit Assessment and DA Gateway

Gisela Copioli Barrera

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Environment, Planning and Sustainable Development, Canberra (PN. 13006) (Gazetted 31 August 2023)

Statutory Planning

Merit Assessment and DA Gateway

Shailee Shrestha

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Environment, Planning and Sustainable Development, Canberra (PN. 14878) (Gazetted 31 August 2023)

Justice and Community Safety

Registrar's Office

Gabrielle Barnes

From: Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$160,541

Justice and Community Safety, Canberra (PN. 62422) (Gazetted 9 October 2023)

ACT Corrective Services

Corporate Services

Alexander Ferraris

From: Correctional Officer Class 1 \$73,645 - \$87,142

Justice and Community Safety

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Justice and Community Safety, Canberra (PN. 53187) (Gazetted 22 September 2023)

Human Rights Commission

Public Advocate and Children and Young People Commissioner

Public Advocate

Daniela Kasunic

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Justice and Community Safety

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Justice and Community Safety, Canberra (PN. 60126) (Gazetted 7 November 2023)

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

Brooke Semmler

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Justice and Community Safety, Canberra (PN. 45303) (Gazetted 18 July 2023)

Office of the Director of Public Prosecutions (ACT)

Criminal Practice

Ashley Tootell

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Justice and Community Safety

To: Paralegal Grade 2 \$74,625 - \$80,535

Justice and Community Safety, Canberra (PN. 04168) (Gazetted 5 October 2023)

Corporate Services

Capital Works & Infrastructure

Bharathkulasingham Vejeyakulasingam

From: Infrastructure Officer 3 \$115,193 - \$126,450

Justice and Community Safety

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Justice and Community Safety, Canberra (PN. 19221, several) (Gazetted 11 September 2023)

Major Projects Canberra

Canberra Hospital Expansion Project

Project Delivery, Services and Commissioning

James Mebberson

From: Senior Officer Grade C \$119,595 - \$128,465

Major Projects Canberra

To: †Senior Officer Grade B \$140,226 - \$157,418

Major Projects Canberra, Canberra (PN. 19997) (Gazetted 25 October 2023)

Lorraine Tsipiras

From: Infrastructure Officer 2 \$91,428 - \$105,186

Major Projects Canberra

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Major Projects Canberra, Canberra (PN. 62606) (Gazetted 10 October 2023)

Transport Canberra and City Services

City Services

Infrastructure Planning

Strategic Planning and Development

Maria Ines Cassinelli Griffin

From: Graduate Administrative Assistant \$80,535 - \$82,894

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Transport Canberra and City Services, Canberra (PN. 47381) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Territory and Business Services

Libraries ACT

Brody James

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Transport Canberra and City Services, Canberra (PN. 46057) (Gazetted 23 June 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.

Chief Operating Officer

Chief Information Office

Shawna James

From: Graduate Administrative Assistant \$80,535 - \$82,894

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Transport Canberra and City Services, Canberra (PN. 50025) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Transport Canberra and Business Services

Libraries ACT

Kalema Kaiser

From: Graduate Administrative Assistant \$80,535 - \$82,894

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Transport Canberra and City Services, Canberra (PN. 34397) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Chief Operating Officer

Chief Finance Officer

Shunzi Liwu

From: Graduate Administrative Assistant \$80,535 - \$82,894

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Transport Canberra and City Services, Canberra (PN. 38590) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

City Services

Roads ACT

Neil Phillips

From: Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services

To: Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services, Canberra (PN. 26315) (Gazetted 31 May 2023)

Chief Operating Officer

Legal and Contracts

Nuwan Darshana Piyadigama

From: Graduate Administrative Assistant \$80,535 - \$82,894

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Transport Canberra and City Services, Canberra (PN. 63851) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

City Services

City Presentation

Place Management

Alison Rudd

From: General Service Officer Level 3/4 \$57,923 - \$62,931

Transport Canberra and City Services

To: †General Service Officer Level 6 \$67,006 - \$69,893

Transport Canberra and City Services, Canberra (PN. 45596) (Gazetted 30 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.

Transport Canberra and Business Services

Libraries ACT

Engagement

Jessica Thurtell

From: Graduate Administrative Assistant \$80,535 - \$82,894

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Transport Canberra and City Services, Canberra (PN. 46063) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Transport Canberra & Business Service

Territory & Business Services

Canberra Memorial Parks

Michael Tresize

From: General Service Officer Level 5/6 \$63,828 - \$69,893

Transport Canberra and City Services

To: †Technical Officer Level 2 \$67,760 - \$77,593

Transport Canberra and City Services, Canberra (PN. 63500) (Gazetted 2 November 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.

City Services

Development Coordination

Development Planning

Wanqi Yao

From: Graduate Administrative Assistant \$80,535 - \$82,894

Transport Canberra and City Services

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services, Canberra (PN. 12328) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Worksafe ACT

WorkSafe ACT

WorkSafe ACT

Psychosocial

Meaghan O'Connor

From: Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT

To: †Senior Officer Grade C \$119,595 - \$128,465

Worksafe ACT, Canberra (PN. 12937) (Gazetted 24 October 2023)

CORRIGENDA

Canberra Health Services

Registered Nurse Level 1 \$72,698 - \$97,112

Stephanie Kauter, Section 68(1), 12 October 2023

Correcting date of effect from 12 October 2023 to 23 November 2023 - Originally in gazette 19/10/2023