



ACT Government Gazette

Gazetted Notices for the week beginning 16 September 2021

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 Systems, Policy and Research

Public Health Protection and Regulation

Microbiologist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 26166)

Gazetted: 21 September 2021

Closing Date: 8 October 2021

Details: The Microbiology Unit of the ACT Government Analytical Laboratory is a small highly trained team which undertakes analysis of food, water and environment samples for the presence of microorganisms of public health significance. The unit is seeking a suitably qualified and experienced microbiologist to fill the position of Senior Microbiologist.

As a Microbiologist, you will perform routine and investigative microbiological examinations of food, water, and environmental samples. In addition to this, you will also perform quality control and quality assurance procedures and carry out checks to ensure accreditation to ISO 17025 is supported and maintained.

It is expected that the successful candidate will possess the following attributes: relevant technical knowledge and ability in the field of Microbiology, understanding of working within a quality management system (ISO 17025), well developed communication skills, initiative, personal accountability and flexibility.

Eligibility/Other Requirements

Undergraduate Degree in Science is mandatory (postgraduate studies and/or major in Microbiology highly desirable)

Successful candidate will be required to undergo a pre-employment National Police Check.

Notes: This is a temporary position available for a period of 12 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.

How to Apply: Applicants should provide a written application of no longer than four pages, outlining their experience against the required Technical Knowledge and Behavioural Capabilities outlined in the Position Description, as well as a curriculum vitae and the names of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Wansink (02) 5124 9168 victoria.wansink@act.gov.au

Health System Planning and Evaluation

Branch Operations

Senior Director, Branch Operations

Senior Officer Grade A \$153,041, Canberra (PN: 15428)

Gazetted: 17 September 2021

Closing Date: 1 October 2021

Details: We have an exciting opening for an inspirational leader with a passion to make a difference by partnering with our staff, communities and service providers to identify and implement innovative solutions to meet community need.

The Senior Director Branch Operations is responsible for leading small teams that:

Coordinate and lead the process of commissioning health services with community organisations;

Manage contracts and grants for services delivered by Non-Government Organisations;

Manage, and provide support for people who engage in programs at, the Ngunnawal Bush Healing Farm; and for the development, implementation and review of key governance processes (such as human resources, financial, risk management and communications processes) within the division.

The position will provide leadership, manage and provide direction to the Community Sector Contracts and Grants Unit and staff of the Ngunnawal Bush Healing Farm. This will include continuous and strategic review of systems and processes and engaging with internal and external stakeholders to ensure that the work of the Branch is responsive to the organisation's and stakeholders' needs.

The Senior Director Branch Operations will provide advice to Executive on these functions. As a member of the division's leadership team, the position will take a key role in the development, implementation and review of key governance processes (such as human resources, financial, risk management and communications processes) within the division.

Eligibility/Other Requirements:

Undergo a pre-employment National Police check.

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

How to Apply: To apply please submit a response of no more than two pages that addresses the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacinta George (02) 5124 9699 Jacinta.George@act.gov.au

**Office of the Director General
Communications and Engagement
Media**

Assistant Director, Media

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 38682, several)

Gazetted: 21 September 2021

Closing Date: 1 October 2021

Details: ACT Health Directorate is seeking two Assistant Directors, Media, to fill short-term positions for up to 10 months starting ASAP.

This is a fantastic opportunity to be part of a dedicated, motivated, fun and highly-skilled team to help improved the health and wellbeing of the ACT community, including through the ACT's COVID-19 vaccination program. These positions play an integral role in responding to media and providing timely and accurate information, ensuring high levels of community awareness, positive community engagement and reputation management. The successful applicants will also work with the broader strategic communications and engagement team to delivery on priority projects where needed.

Eligibility/Other Requirements: Relevant tertiary education qualifications and a minimum of two years working professionally in a related communications or media sector is preferred.

These are the key selection criteria for the position:

High-level analytical skills and demonstrated sound judgement and experience in media and issues management. Excellent oral and written communication skills, including media release and speech writing.

Demonstrated capacity to build and maintain effective and productive relationships with both internal and external stakeholders.

High-level project and time management skills, including the ability to meet multiple deadlines amid competing priorities.

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

Notes: These are temporary positions available immediately for up to 10 months. Positions may be filled on application alone.

How to Apply: to apply, please submit your curriculum vitae and a pitch of one page or less explaining why you should be considered for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Keat Gan (02) 5124 2118 Andrew.Benson@act.gov.au

**Corporate and Governance
People Strategy and Culture
People Strategy**

Director Workforce Resourcing

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53236)

Gazetted: 17 September 2021

Closing Date: 8 October 2021

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Workforce Manager will play a key role in leading the development and implementation of the Health Emergency Coordination Centre (HECC) and the broader ACT Health Directorate. Working closely with diverse stakeholders across the Directorate, the Workforce Manager will map the critical workforce challenges, gaps and risks for the ACT Health Directorate in order to identify workforce management and planning strategies and/or approaches.

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 highly encouraged to apply.

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 process to fill identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a pitch (no more than two pages), using the Position Description as a guide, to outline your Skills, Knowledge and Experience, telling us why you are the ideal candidate for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Junk-Gibson (02) 5124 9923 jodie.junk-gibson@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Consignment and Loans Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (LP8744)

Gazette Date: 22 September 2021

Closing Date: 30 September 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16804

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Jennifer Cain (02) 6201 6892 jennifer.cain@calvary-act.com.au

Calvary Public Hospital Bruce

Allied Health Unit

Administration Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (LP8044)

Gazette Date: 20 September 2021

Closing Date: 18 October 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16766

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

Calvary Public Hospital Bruce

Learning and Development

Learning and Development Consultant

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (LP6923)

Gazette Date: 22 September 2021

Closing Date: 05 October 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16822

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Cecilia Jones cecilia.jones@calvarycare.org.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

Research Project Co-ordinator

Research Officer Grade 2 \$74,237 - \$80,381, Canberra (PN: 51024)

Gazetted: 20 September 2021

Closing Date: 4 October 2021

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

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

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, while others are Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council.

The Clinical Trials Research Project Co-ordinator provides key support to the research projects undertaken by the Clinical Trials Unit at Canberra Hospital in collaboration with partner and external institutions. The main responsibilities of the Research Project Co-ordinator will be to act as "key" person for all aspects of planning, conduct, implementation, and management of collaborative research with students and other academic partners. You will act as a contact responsible for ensuring milestones are achieved and the conduct of the research is compliant with Good Clinical Practice and good Academic and Research Practice. You will also provide support and co-ordination to Clinical Trials Unit staff and administration in obtaining grants and collaborating with these projects. You work is under the general direction of the Director of Clinical Trials and Manager of Clinical Trials.

ABOUT YOU

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

Behavioural Capabilities

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement,
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs,
Strong organisational skills with a strong work ethic,

Position Requirements/Qualifications:

A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, OR an equivalent combination of experience and/or education.

Available for occasional after-hours work.

Experience with teaching and management of tertiary and postgraduate students

Academic knowledge or practical experience of research co-ordination.

Academic knowledge or practical experience in systems engineering and process improvement

Academic knowledge or practical experience in technology development and implementation

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

This is a temporary position available for three months with the possibility of extension. Selection may be based on written application and referee reports only.

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

Contact Officer: Karyn Ward (02) 5124 2313 Karyn.Ward@act.gov.au

Operations Officer

Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731), Canberra (PN: 39429, several)

Gazetted: 20 September 2021

Closing Date: 7 October 2021

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

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POSITION OVERVIEW

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The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

- Food Service Administration.
- Operation Support Services - Food preparation and Food Production.
- Patient Services:
 - o Meal Plating and Rethermalisation
 - o Meal deliveries to patients
 - o Menu monitors.
- Cafeteria: Food, meals and drinks for staff and guests.
- Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.
- External sites: Dhulwa and other Community Centres.

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Behavioural Capabilities

Strong communication and interpersonal skills and passionate about high quality customer service.

Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs;

Strong organisational, coordination and planning skills and a focus on outcomes.

Position Requirements/Qualifications:

Relevant Food Industry recognized qualifications and a minimum of 2 years' experience working professionally in food services is preferred.

• The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

Note: Some position's will not be required to work shifts.

• Current class C Driver's License.

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

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

Prior to commencement successful candidates will be required to:

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

NOTES

There are several full-time temporary positions available for a period of 12 months with the possibility of extension. An order of merit list will be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Jagoda Tasic (0) 5124 3960 Jagoda.Tasic@act.gov.au

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 52994)

Gazetted: 16 September 2021

Closing Date: 4 October 2021

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

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Adult Mental Health Inpatient Services (AMHIS) is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. AMHIS incorporates the Adult Mental Health Unit (AMHU), Mental Health Short Stay Unit (MHSSU), 12B Mental Health Unit, and Mental Health Clinical Liaison (MHCL) Team. AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. MHSSU is a low dependency 6-bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. 12b is a low dependency 10-bed acute inpatient unit. The MHCL Team is a team of senior mental health clinicians working across the Emergency Department and The Canberra Hospital (TCH).

The Clinical Development Nurse (CDN) is responsible for clinical teaching and the development of nursing practice within a therapeutic environment. This position reports to the AAMHS Clinical Nurse Educator (CNE) and will liaise with the CNC's, managers, education providers, and other internal and external stakeholders in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the AAMHS.

You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, you will have a demonstrated track record of working in a multidiscipline team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork, and complies with all applicable regulatory and legislative requirements. It is expected the successful candidate will have the following attributes:

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

Strong clinical and organisational skills with a high degree of drive.

Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

Be flexible, adaptable, and comfortable with a changing working environment.

Competent negotiation and influencing skills in dealing with complex situations

Position Requirements/Qualifications:

Mandatory:

Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA),
Minimum two years' experience as a Registered Nurse in Australia
Recent experience of working in a Mental health setting

Desirable:

Holds or is working towards Certificate IV in Training and Assessment
Holds or is working towards post graduate qualifications, and/or has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development.
Current passenger vehicles driver's licence

Prior to commencement successful candidates will be required to:

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

NOTES

Selection may be based on application and referee reports only.

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

Contact Officer: Shaun Bayliss (02) 5124 5406 shaun.bayliss@act.gov.au

CHS Chief Executive Officer

CHS Allied Health

Occupational Therapist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 46321)

Gazetted: 16 September 2021

Closing Date: 4 October 2021

Details: The Acute Occupational Therapy department is looking for a dedicated HP3 level clinician. We are looking for a therapist with vision and the ability to expand our existing service across the women's, children's and babies caseload. This senior full time position will be filled in the next few months and we hope to commence the successful person on Monday the 13th of December.

The position will be offered for an initial period of 12 months with the possibility of extension. Our therapy and services are aligned to the Canberra Hospital goals. To express an interest in this position please send us an application consisting of a letter, a two page pitch outlining your ability against the "what you require" section of the job description, and an updated copy of your curriculum vitae that includes two referees.

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

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

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

Exciting opportunities exist for Occupational Therapist(s) to join Acute Occupational Therapy services in the Acute Allied Health Services team. The successful applicant(s) will be employed as a Health Professional Level 3. These positions are senior roles and are based within specific caseloads in acute ward areas to enhance learning and experience, access to professional development support, and high levels of clinical supervision and support to

occupational therapy staff. They contribute to an experienced team of supervisors, clinical educators and occupational therapy leaders.

About You

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

Behavioural Capabilities

Organisational skills and drive and an appreciation of the clinical domain.

Recognition of the role of change and the impacts of the responsiveness of services to meet clients' needs.

A demonstrated ability to drive, communicate and direct in a team environment.

The ability to critically appraise your own performance and that of others.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy,

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA),

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Hold a current driver's licence.

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

Note: This is a Temporary position available for 12 months with the possibility of extension.

Contact Officer: Domenico Tripodi 5124 3286 Domenico.Tripodi@act.gov.au

Clinical Services

Women, Youth and Children

Community Nutrition

Dietitian

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 27117)

Gazetted: 16 September 2021

Closing Date: 30 September 2021

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POSITION OVERVIEW

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

The Women, Youth and Children Community Nutrition team works with individuals, families and communities to improve health and wellbeing through delivery of evidence-based nutrition care. Our goal is to support clients to eat well, enjoy nourishing foods and develop a positive relationship with food and their body. We strive to deliver respectful care, working in partnership to meet the expressed needs of the client in a safe environment. Our team provides a range of services including individual dietary assessment, care planning and counselling for infants, children, young people and pregnant and breastfeeding women, and education programs for staff and client groups. The team provides outreach services for the Women's Health Service and coordinates the School Kids Intervention Program (SKIP) for children with obesity.

Dietitians in the team are responsible operationally and clinically to the Women, Youth and Children Community Health Programs Nutrition Manager and professionally to the Profession Lead for Nutrition.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

High level communication skills

Ability to work well in a small team and independently

Highly conscientious and professional in all aspects of work.

Position Requirements/Qualifications:

Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of Dietitians Australia

Current driver's license

Registered under the Working for Vulnerable People Act

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

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment Police check.

Note: This position is permanent part-time at (14:7) 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: Tracy Harb (02) 5124 1395 tracy.harb@act.gov.au

Booking and Scheduling Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 21855)

Gazetted: 16 September 2021

Closing Date: 30 September 2021

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

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POSITION OVERVIEW

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Under general direction this position provides administrative support to the Diabetes and Endocrinology outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, billing of services rendered and patient record management whilst providing a high level of customer service as well as other general administrative duties.

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

This position will report to the Office Manager of the Diabetes and Endocrinology Service.

ABOUT YOU

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

Behavioural Capabilities

Efficient

Team Player

Reliable

Position 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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

NOTES

This is a temporary position available for 11 months with the possibility of extension and/or permanency.

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

Contact Officer: Stuart Couper (02) 5124 5311 Stuart.Couper@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Community Mental Health Services

Health Professional Level 3

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 16183)

Gazetted: 17 September 2021

Closing Date: 5 October 2021

Position Overview

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: <https://www.health.act.gov.au/>

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

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

The following portfolios are encompassed in the MHJHADS Division:

Territory Wide Mental Health Services

Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

The Community Mental Health Services (CMHS) portfolio incorporates services which provide specialist mental health care and treatment for people aged over 18 years of age, with a strong focus on timely and effective community intervention. CMHS consists of Community Recovery Services which operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Woden, Tuggeranong), and specialty teams that provide specialised services such as treatment and care for older persons, treatment and care of persons with intellectual disability, and assertive community outreach.

The Assertive Community Outreach Service (ACOS) provides specialist care and treatment to persons over the age of 18 years who have a primary diagnosis of major mental illness, and who commonly present with complex co-morbidities. ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00. The position holder will be required to work a rotating roster including morning and evening shifts, weekends, and public holidays.

The position reports directly to the ACOS Manager and is supported by a cohesive multidisciplinary team. This is an exciting opportunity for someone who is interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

About You

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

Behavioural Capabilities

High level customer service skills to provide supportive and professional experiences to people who access MHJHADS services.

High level administration skills to be able to provide quality work output.

High level organisational skills to be able to efficiently manage workload.

Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Position Qualifications:

OCCUPATIONAL THERAPIST

Be registered or be eligible for registration with the Occupational Therapy Board of Australia under AHPRA, with a minimum of three years (preferably five years) experience working professionally in mental health.

PSYCHOLOGIST

Be registered or be eligible for general registration with the Psychology Board of Australia under AHPRA, with a minimum of three years (preferably five years) experience working professionally in mental health.

SOCIAL WORKER

Be eligible for registration with the Australian Association of Social Workers, hold a valid Working with Vulnerable People card and have a minimum of three years (preferably five years) experience working professionally in mental health.

Position Requirements:

The successful applicant will need to have a current driver's licence.

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

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:

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services credentialling and scope of clinical practice requirements for allied health professionals.

Contact Officer: Jade Nolan (02) 5124 7830 jade.nolan@act.gov.au

Women Youth and Children Division

Neonatology

Registered Nurse - Neonatal Intensive Care Unit

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22230)

Gazetted: 17 September 2021

Closing Date: 5 October 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support

Service, and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Relevant Post-graduate qualifications in Neonatal Nursing and a minimum of a minimum of three years full-time equivalent post registration and graduate year, working professionally in neonatology is preferred.

The successful applicant will need to be available to work a rotational shift work roster which includes morning, evening, and night duty.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This a permanent full-time vacancy, part-time hours will be considered, 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: Lori Grlj (02) 5124 7333 lori.grlj@act.gov.au

Medical Services

Pharmacy

Pharmacist - Rotational

Pharmacist Level 2/3 \$81,618 - \$112,028 (up to \$114,956 on achieving personal upgrade), Canberra (PN: 29808)

Gazetted: 17 September 2021

Closing Date: 6 October 2021

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The Pharmacy sits within the Division of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The position holder will integrate into the CHS Pharmacy team and will provide a range of pharmacy services on a rostered basis.

The Pharmacy Department at Canberra Health Services is looking for talented, dynamic, and highly motivated pharmacists to join the clinical pharmacy team. Construction of a new clinical services building is currently underway to modernise and enhance care for the population across the Territory. The expansion includes a new emergency, surgical and critical healthcare facility at the existing hospital campus.

The department is progressive and forward thinking, optimising the use of technology, and looking to progress extended scope roles for pharmacists and technicians across key areas of the organisation. The department already runs a successful SHPA accredited residency program and has an excellent intern training program. The successful candidate will be joining the organisation at an exciting time where the department is looking to introduce advanced training residencies and the implementation of a partnered pharmacist charting model at Canberra Health Services.

ABOUT YOU

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Behavioural Capabilities

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

Position Requirements/Qualifications:

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

Experience of working professionally as a registered pharmacist in an Australian hospital environment is essential (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

The successful applicant will be appointed to the relevant level 2 or 3 pharmacist position increment based on their qualifications and experience in line with the following criteria:

For a level 2 pharmacist position increment – minimum of 2 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.

For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level, which may include a post graduate qualification at diploma level or above.

The successful applicant will need to be available for occasional weekend and after-hours work, including on call, working across hospital sites as necessary.

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Be registered under the Working with Vulnerable People (Background Checking) Act 2011.

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

Contact Officer: Hameda Lane (02) 5124 2203 hameda.lane@act.gov.au

Medical Services

Medical Imaging

Operations Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 20601)

Gazetted: 20 September 2021

Closing Date: 6 October 2021

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

The Medical Imaging department is a business unit within the division of Medical Services with operations located at the Canberra Hospital and the University of Canberra Hospital. The service operates 24 hours, seven days a week all year round. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services on behalf of medical specialists, general practitioners and their patients.

Reporting to the Director of Business Operations, the Operations Manager will drive the delivery of specified operational functions within the department. This includes overseeing administrative and information technology functions within the department, ensuring key performance targets are tracked and standard operating procedures are developed and adhered to.

The Operations Manager will be responsible for ensuring that timely and accurate data is available, analysed and presented in draft form to the Director of Business Operations to assist in the production of monthly reports to inform business decisions and forging the gap between financial accountability and business management.

Under the direction from the Director of Business Operations, this role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally against Health Round Table data. This role will lead data collection, and assist with capital works functions, equipment procurement, project management, and the development of services going forward including expansion plans.

ABOUT YOU

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Behavioural Capabilities

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

A demonstrated record of achievement in the delivery of operational management in a service delivery environment, preferably within a health or allied health setting.

High level written and oral communications skills, with demonstrated capability to effectively communicate across the organisation and with external stakeholders.

Strong organisational skills with a high degree of initiative and drive.

Adaptability and flexibility to accommodate change with a solutions focus and provide responsive services to meet stakeholders needs.

Position Requirements/Qualifications:

Relevant qualifications in industry, project management, business/public sector management and/or relevant public sector experience is highly desirable.

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

Knowledge of compliance obligations for Medical Imaging under Medicare legislation and/or the ability to quickly acquire knowledge.

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Sean Fenotti (02) 5124 7254 sean.fenotti@act.gov.au

Cancer and Ambulatory Support

Executive Director, Cancer and Ambulatory Support

Executive Level 2.1 \$270,405 - \$281,031 depending on current superannuation arrangements, Canberra (PN: E627)

Gazetted: 21 September 2021

Closing Date: 5 October 2021

Details: Expressions of Interest are sought for the position of Executive Director, Cancer and Ambulatory Services, Canberra Health Services (CHS) for a period of seven months with the possibility of extension up to two years.

Reporting to the Chief Operating Officer, the Executive Director is a critical executive leadership role within CHS and is expected to play a key role in planning and continuous improvement for the Division and the organisation.

The Executive Director will have responsibility for ensuring divisional management and compliance for human resources management, contract management, financial management and government business.

This role will consult and engage with the Chief Operating Officer and the Chief Executive Officer on high-level operational issues and change initiatives. The role will consult and liaise with other executive to ensure a collaborative approach to the delivery of exceptional health care.

The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with high level internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team.

Remuneration: The position attracts a remuneration package ranging from **\$270,405 - \$281,031** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$212,527**.

Note: The successful applicant will be placed on a short-term contract for seven months with possibility of extension up to two years.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathie O'Neill (02) 5142 2147 cathie.o'neill@act.gov.au

Rehabilitation Aged and Community Services

Occupational Therapy

Occupational Therapist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 33875, several)

Gazetted: 20 September 2021

Closing Date: 4 October 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: reliable, progressive, respectful and kind.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of CHS network of health facilities designed to meet the needs of our ageing and growing population.

Occupational Therapy services within RACS are offered in community, outpatient and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We are committed to providing exceptional care through high quality assessment and therapeutic intervention for a range of client populations in rehabilitation, aged care and community health settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians and Allied Health Assistants.

These positions will rotate through inpatients and outpatients at the University of Canberra Hospital, the aged care wards at the Canberra Hospital and Community Health Services that operate from centres in Belconnen and Kambah.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with high degree of initiative.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs.
Effective communication, including active listening skills, and an ability to negotiate.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy
Be registered with the Australian Health Practitioner Regulation Agency (AHPRA)
Hold a current driver licence.

Other:

Previous experience working in the rehabilitation, aged-care or community health sectors is highly desirable.
The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

Mental Health, Justice Health, Alcohol and Drug Services

Territory Wide Mental Health Services (TWMHS)

Operational Director

Senior Officer Grade A \$153,041, Canberra (PN: 36826)

Gazetted: 22 September 2021

Closing Date: 6 October 2021

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

An exciting opportunity exists for a driven and strategic leader to fill the position of Operational Director of Territory Wide Mental Health Services (TWMHS) within the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) division. The Operational Director of TWMHS is responsible for providing strategic direction, leadership, planning and evaluation within the mental health setting across the territory and will work closely with the Clinical Director of Acute Mental Health Services. You will also work closely with other program Directors within MHJHADS to provide leadership and ensure high quality outcomes for mental health services in the ACT. The TWMHS program area provides assessment and treatment for individuals requiring acute mental health care across the territory. TWMHS teams include:

Patient Flow.

Mental Health Consultation Liaison (MHCL) Team.

Electroconvulsive Therapy (ECT).

Home Assessment Acute Response Team (HAART).

ACCESS.

Police, Ambulance, Clinician, Emergency Response (PACER).

Mental Health, Emergency, Ambulance and Police Collaboration (MHEAPC).

Workforce Planning, Education and Training.

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and 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' home. These services include:

Territory Wide Mental Health Services (TWMHS).
Adult Community Mental Health Services (ACMHS).
Alcohol and Drug Services (ADS).
Child and Adolescent Mental Health Services (CAMHS).
Justice Health Services (JHS).

About You

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:
Strong organisational skills with a high degree of drive.
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

Position Requirements/Qualifications:

Tertiary qualifications (or equivalent) in health or a related discipline is preferred.
Be registered under the *Working for Vulnerable People Act 2011*.

Desirable:

Postgraduate qualifications in management field are highly desirable
Current driver's licence.
Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Undergo a pre-employment National Police Check.

Note: This position is a temporary vacancy for nine months with possibility of extension and/or permanency.
Contact Officer: Katrina Rea 5124 1577 katrina.rea@act.gov.au

Lead Pharmacist

Pharmacist Level 4 \$118,525 - \$127,598, Canberra (PN: 28945)

Gazetted: 20 September 2021

Closing Date: 7 October 2021

Details: Our **Vision:** creating exceptional health care together
Our **Role:** to be a health service that is trusted by our community
Our **Values:** Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

The Pharmacy Department at Canberra Health Services is looking for a talented, dynamic and highly motivated individual to fulfill this role. The department is progressive and forward thinking, optimising the use of technology, and looking to progress extended scope roles for pharmacists and technicians across key areas of the organisation. The department already runs a successful SHPA accredited residency program and has an excellent intern training program. The post holder will be joining at an exciting time where the department is looking to introduce advanced training residencies and the implementation of a partnered pharmacist charting model at Canberra Health Services.

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: <https://www.health.act.gov.au/>

The Pharmacy sits in the Division of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The position holder will integrate into the CHS Pharmacy team and will provide a range of pharmacy services on a rostered basis.

ABOUT YOU

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Behavioural Capabilities

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

Position Requirements/Qualifications:

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

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (preferably supported by the development of an Advance Pharmacist Practice Portfolio).

Able to demonstrate competency standards at the Consolidation Level of the Advanced Pharmacy Practice Framework for Australia in a relevant specialty area as a minimum.

Highly Desirable

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Membership of a professional organisation linked to the area of specialty

Research experience and/or publication in peer reviewed journals.

Project management and management experience.

Current Driver's license

The successful applicant will need to:

Be available for occasional weekend and after-hours work, including on call and shift working, working across hospital sites as necessary.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Hamed Lane (02) 5124 2203 hamed.lane@act.gov.au

Surgery

Medical Staff

Ophthalmologist

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 55198)

Gazetted: 21 September 2021

Closing Date: 4 October 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>.

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and

Orthopaedic Research Unit and the ACT Trauma Service.

These Units are supported by administration support officers.

A staff specialist ophthalmologist position is available at Canberra Hospital and Health Services. The position would be suitable for a Canberra based ophthalmologist with postgraduate vitreoretinal surgery training (at least 12 months surgical retina fellowship), and involves providing regular outpatient services, elective and urgent surgery, and contributing to the on-call roster. The department of ophthalmology provides tertiary level surgical care to the ACT and region, and the successful applicant is required to demonstrate training, experience, and competence in the management of complex vitreoretinal pathology including trauma, advanced diabetic eye disease and lens surgery requiring a vitreoretinal approach.

The Department of Ophthalmology is based at the Canberra Hospital. The Department's 5 Staff specialists and 5 VMOs support vitreo-retinal, medical retinal, corneal, glaucoma, neuro-ophthalmic, and emergency ophthalmic services at Canberra hospital, plus general ophthalmology, and cataract surgery at Calvary Hospital and the VMO's rooms.

Other medical staff include two RANZCO-accredited Registrars, two unaccredited Registrar, and a resident (PGY2).

Note: This is a permanent part-time position at 20 hours per week. The successful applicant may be able to negotiate an increase in hours temporarily for the next 12 months (possible extension) to 40 hours per week.

ABOUT YOU

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Position Requirements/Qualifications:

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

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

Fellowship of the Australian New Zealand College of Ophthalmology Postgraduate vitreoretinal surgery training (at least 12 months surgical retina fellowship), with evidence of high-level clinical performance or equivalent specialist qualifications.

Relevant tertiary qualifications and a minimum of 1 year experience working professionally in general and emergency ophthalmology is preferred.

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

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

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

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

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

Desirable:

Experience in retinopathy of prematurity screening and treatment would be highly desirable.

Demonstrated interest in building and supporting an ongoing research program in Ophthalmology.

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

Salary, Remuneration and Conditions:

\$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

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

Contact Officer: Andrew Mitchell (02) 5124 9007 andrew.w.mitchell@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Executive Group

Director of Nursing

Registered Nurse Level 5.5 \$166,958, Canberra (PN: 27115)

Gazetted: 21 September 2021

Closing Date: 5 October 2021

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

The Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division of Canberra Health Services (CHS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and 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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres and other community settings including people's homes. These services include:

Territory Wide Mental Health Services (TWMHS)

Adult Community Mental Health Services (ACMHS)

Alcohol and Drug Services (ADS)
Child and Adolescent Mental Health Services (CAMHS)
Justice Health Services (JHS)

The DON is accountable to and reports to the Executive Director, MHJHADS through a Performance Plan, and works in partnership with other members of the MHJHADS divisional executive. The position holder is also expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Nursing and Midwifery Board of Australia.

The Director of Nursing (DON), MHJHADS is responsible for clinical leadership and clinical governance across the nursing services within the division through a combination of line management and professional line responsibilities. The DON, MHJHADS works closely with MHJHADS divisional executive and across CHS, through engagement with and professional line reporting to the Executive Director of Nursing and Midwifery, to safeguard rights of individuals, improve service delivery, and monitor standards and outcomes.

The successful candidate will be expected to represent the MHJHADS division and CHS both internally and externally in a range of strategic and planning forums.

The role is required to participate in the CHS Executive on call roster.

About You

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

Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:
Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Desirable:

Relevant tertiary qualifications or equivalent and eligibility for membership of the appropriate professional organisation.

Knowledge of the *Mental Health Act 2015* and other relevant legislation.

Hold a current drivers licence.

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

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

Undergo a pre-employment National Police check.

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

Contact Officer: Katrina Rea 5124 1577 katrina.m.rea@act.gov.au

Rehabilitation Aged and Community Services

Nursing

Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 34037)

Gazetted: 21 September 2021

Closing Date: 7 October 2021

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire, and the Yass Valley. Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah.

Duties

Under limited direction of the Clinical Nurse Consultant, you will perform the role and responsibilities of a registered Nurse to provide the best quality care. You will:

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.

Provides patient care in accordance with relevant legislation, professional standards and organisational policy within an ethical and professional framework.

Maintain required clinical core competencies and skills, accessing appropriate education and staff development opportunities. Practices within professional scope of practice.

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.

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.

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

About You

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Behavioural Capabilities

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

Ability to work independently and as part of a multidisciplinary team.

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

High level leadership skills.

High level communication skills and a strong self-directed learning ethic.

Position Requirements/Qualifications:

Relevant nursing qualifications and a minimum of two years' experience working professionally in Acute Geriatrics setting is preferred.

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

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time. Understand how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

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

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

Bring two referee reports, with one from your current line manager

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of six months. Selection may be based on written application and referee reports only.

Contact Officer: Shannon Reakes 0408 135 203 shannon.reakes@act.gov.au

Intensive Care Unit

Personal Assistant to Unit Director

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 22047)

Gazetted: 21 September 2021

Closing Date: 5 October 2021

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

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

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

POSITION OVERVIEW

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

The Personal Assistant to the Clinical Director and Deputy Directors is responsible for supporting the strategic and operations Intensive Care Unit (ICU) leadership team.

The position reports to the Administration Manager, Division of Surgery and Clinical Director, Intensive Care Unit. Under broad direction, you will play a role in providing day-to-day support to the Clinical Director and Deputy Directors of the ICU. Duties will include but not limited to Diary Management, human resource management, fiscal matters, data collection, secretariat support, maintenance requests, order of supplies and other duties that are appropriate to this level of classification which support the day-to-day management of the ICU leadership team.

ABOUT YOU

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Behavioural Capabilities

Be able to provide a high level of administrative support to the Clinical Director, Intensive Care Unit.

Be able to quickly acquire knowledge and understanding of situations and subject matter;

Effectively prioritise work and meet deadlines, and adapt in a changing environment.

Be a proactive, enthusiastic and strong communicator;

Position 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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

NOTES

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

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

Contact Officer: Ryan Murray (02) 5124 9898 Ryan.Murray@act.gov.au

Allied Health

Allied Health Clinical Education Unit

Inter-professional Learning Coordinator

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 04524)

Gazetted: 22 September 2021

Closing Date: 8 October 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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

The Office of the Executive Director Allied Health (EDAH), CHS provides professional and strategic leadership, for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery and representing the territory on relevant national forums.

The Allied Health Clinical Education Unit (AHCEU) is part of the EDAH Office and provides education leadership, strategic direction and projects to support clinical education, recruitment, and retention and workforce capacity across CHS.

The Inter-professional Learning Co-ordinator position in the Allied Health Clinical Education Unit plays a leadership role across three key portfolios:

Inter-professional Learning: Provision of leadership and coordination of inter-professional learning policy, priorities and key initiatives at ACT Health. This portfolio includes building partnerships and engaging with a variety of stakeholders within ACT Health relating to inter-professional learning, as well as with external stakeholders including education providers. Note that the work of this portfolio crosses allied health, nursing, midwifery and medicine.

Allied Health Research: Provision of leadership and coordination of across allied health level activities that promote and enhance research capacity and culture within allied health at ACT Health. This includes strategic work regarding research for allied health, including activities relating to the Allied Health Research Network and the new joint ACT Health and University of Canberra Professor of Allied Health Research position, as well as the coordination of the Allied Health Research Support Grants Scheme.

Allied Health New Graduate Education

About You

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Behavioural Capabilities

- Accountable for quality outcomes.
- Ability to communicate and collaborate effectively across the allied health workforce.
- Ability to adapt to changing work environments and priorities.
- Ability to synthesise information from a variety of sources.

Position Requirements/Qualifications:

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) in an allied health profession.
- OR, where from a non-registered allied health profession, eligibility for membership of the appropriate professional organisation
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Desirable:

- Experience and/or qualifications in health related education, clinical supervision, research and/or evaluation.

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

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Undergo a pre-employment National Police check.

Note: This is a temporary position available for 11.5 months. Prospective applicants are required to communicate with a Contact Officer as part of the application process.

Contact Officer: Jo Cole 5124 7959 jo.cole@act.gov.au

Cancer and Ambulatory Services

Nursing and Midwifery

Registered Nurse Radiation Oncology

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 23544)

Gazetted: 22 September 2021

Closing Date: 6 October 2021

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Radiation Oncology provides radiation therapy to inpatients and outpatients, including Brachytherapy, a Nurse Led Wound Care Clinic and nursing support and education to patients undergoing concurrent radiation and chemotherapy.

The position is Monday to Friday, 0730 hours to 1800 hours with some flexibility required.

About You

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Behavioural Capabilities

Highly organised and self-motivated.

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

Highly developed work prioritisation skills.

Effective interpersonal skills.

Position Requirements/Qualifications:

The successful applicant will be registered (or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

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:

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

Undergo a pre-employment National Police check.

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

Contact Officer: Chris Twyford 0431 887 409 chris.twyford@act.gov.au

Clinical Services

Women Youth and Children

Community Administration

Personal Assistant Community Health Programs

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 22911)

Gazetted: 22 September 2021

Closing Date: 6 October 2021

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POSITION OVERVIEW

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

The ACT Health division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred,

multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres.

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

Maternal and Child Health Program

Women's Health Service

School Team – High School Immunisations and Health Checks

Allied Health services including Nutrition, Physiotherapy and Orthoptist

Children at Risk Health Unit

Community Paediatric and Child Health Service

This position provides Personal Assistant and secretarial support for the Program Director and Assistant Director of Nursing for Community Health Programs and the Director of Allied Health. The role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. The position holder will be accountable to the WYC Director of Community Health Programs. The Director works in collaboration with Program leaders to provide professional governance for Maternal and Child Health Nurses, Nurse Educators, Counsellors, Allied Health professionals and technical officers within the Division.

ABOUT YOU

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Position Requirements/Qualifications:

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

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

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 nine months with the possibility of extension.

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

Contact Officer: Danielle Treloggen (02) 5124 2776 danielle.treloggen@act.gov.au

Cancer and Ambulatory Support

Nursing

Immunology Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 34075)

Gazetted: 22 September 2021

Closing Date: 6 October 2021

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POSITION OVERVIEW

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

The Department of Immunology is a tertiary referral service for patients within the ACT and regional areas who require medical intervention in relation to immune-mediated diseases. This encompasses autoimmune diseases, systemic inflammatory diseases, primary and secondary immune deficiencies, and allergies. The Immunology Department is part of the Division Cancer and Ambulatory Support (CAS) and runs adult and paediatric services throughout the Canberra Hospital. The Immunology nursing service operates five days a week from 8:30am till 5pm Monday to Friday. There is a 24 hour on-call service for medical practitioners through the Canberra Hospital switchboard.

The Immunology Department have an exciting opportunity for an experienced Level 1 Registered Nurse to join our team. In this position, you will be working predominantly in the outpatient setting; in the following areas of allergy (paediatric and adult); SCIG; HDU; and Day Treatment Unit.

The Immunology Department seeks an experienced RN to come and join our small Immunology Nursing team.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

2. Adaptability and flexibility to accommodate change and provide responsive services to meet patient's needs.
3. High level communication skills and the ability to critically think.

Position Requirements/Qualifications:

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

Mandatory:

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

Desirable:

- Willing to become a member of ASCIA (Australasian Society of Clinical Immunology and Allergy, professional organisation).

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Liset De Koeijer (02) 5124 8457 liset.dekoeijer@act.gov.au

Medical Services

Pharmacy

Pharmacist - Operations

Pharmacist Level 1 \$73,236 - \$84,544, Canberra (PN: 45091, several)

Gazetted: 20 September 2021

Closing Date: 4 October 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Working within the Pharmacy Services' Quality Use of Medicines, Research and Education team, the Medication Safety and Quality Pharmacist will lead, manage and coordinate efforts to improve the safety and quality of medicines use across the Canberra Hospital and Health Services.

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of personal drive

Strong leadership skills and high degree of self-motivation

High level customer service skills

Ability to maintain high work standards and accuracy

Position Requirements/Qualifications:

Full pharmacist registration with the Australian Practitioner Regulation Agency (AHPRA) no restrictions on scope of practice.

Hospital pharmacy experience is desirable.

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

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:

Registration under the ACT Working with Vulnerable People Act 2011

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

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

Undergo a pre-employment National Police Check.

Notes: These are temporary positions available for 12 months with the possibility of extension.

Contact Officer: Keat Gan (02) 5124 2118 keat.gan@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

HCSC

CWRK

Administrative Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 37562)

Gazetted: 22 September 2021

Closing Date: 29 September 2021

Details: The Department of Community Work from CIT Health, Community and Science is seeking a highly organised and customer focused individual who displays excellent communication and administrative skills. This role involves liaising closely with students, teachers, staff, and Community organisations to ensure that students successfully complete all tasks required for placement. The successful candidate will demonstrate ability to work under pressure with a diverse range of people and teams, and hold a driving license to visit students on placements. The position is temporary with possibility of extension.

CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements:

Essential:

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

Driving license

Desirable:

Knowledge of the Community Sector is highly recommended.

Notes: This is a temporary position available initially from 23 November 2021 until 9 January 2022 with the possibility of extension up to 12 months.

How to Apply: Expressions of Interest are sought from potential candidates and should include: a supporting statement to the selection criteria of no more than two pages, contact details of at least two referees and, a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Veronique Gouneau (02) 6205 4724 Veronique.Gouneau@cit.edu.au

Corporate Services

CIT Facilities

Campus Manager

General Service Officer Level 8 \$71,486 - \$75,539, Canberra (PN: 54637)

Gazetted: 22 September 2021

Closing Date: 6 October 2021

Details: Canberra Institute of Technology (CIT) is seeking applications for the position of Campus Manager to manage the Bruce Campus, Facilities Team. This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including a state-of-the-art new Woden campus. In addition to the day-to-day facility operations, your contribution to future planning and effective utilisation of the Bruce campus in accommodating staffing and program delivery will be highly valued.

We are looking for a confident, self-motivated and highly experienced facilities manager to manage the Bruce Facilities Team. This team are responsible for the day-to-day operations of the Bruce campus between the hours of 7:00am and 10:30pm each weekday and Saturdays between 8:00am and 5:00pm. In addition to people management responsibilities, you will coordinate and oversee all planned and reactive maintenance, minor works projects, grounds maintenance, waste disposal, staff and program relocations and contract management of a range of contracted services. Your team are also responsible for opening all campus buildings and disarming alarms in readiness for early cleaning shifts and staff access. The Campus Manager would normally work between 7:00am and 3:00pm each weekday to open buildings and every second Saturday shift. There are also opportunities for on call duties in supporting after hours emergencies. While this position is predominately located on the Bruce campus, you may be required to provide sup

The successful candidate will demonstrate extensive experience in facility management, specifically managing multiple buildings located across several hectares. Your passion for customer centric practices will be second to none and building capability within your team to deliver high quality customer services will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success in this position will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff and contractors. This position will also hold key responsibilities as fire warden, building team capability in emergency management practices and participating in and coordinating emergency management exercises.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Hold a current drivers' licence. Highly Desirable: Current experience in facilities management. Qualifications and/or skills/experience in a trade or construction environment as well as qualifications and/or skills/experience in project management.

Notes: This is a temporary position available for six months the possibility of extension and permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are to submit a response of no more than two-page pitch demonstrating skills, knowledge and experience as listed in the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Colson (02) 6207 4747 Sean.Colson@cit.edu.au

Education and Training Services

CIT Trade Skills

Electrical Trades

Teacher Electrical Trades - Refrigeration and Airconditioning

Teacher Level 1 \$78,538 - \$104,793, Canberra (PN: 50875)

Gazetted: 22 September 2021

Closing Date: 18 October 2021

Details: Canberra Institute of Technology (CIT) is seeking a full-time Refrigeration and Air Conditioning teacher within the Trade Skills Electrical Trades Department at its Fyshwick Campus. The person/s will need a strong background in the Refrigeration, Air Conditioning industry, hold relevant licences, qualifications and hold the Certificate IV in Training and Assessment. Knowledge of Licencing regulations and requirements, along with a high level of computer literacy is desirable. Dual areas of Electrical Trades including Refrigeration Air Conditioning, Electrical, Electronics trade, Solar PV and Battery Storage qualifications would be an advantage.

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:

New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40116 qualification or its successor, within the first eighteen (18) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40116 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40116 or its successor).

Industry Experience: All Teachers at Teacher Level 1 or 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Appropriate Industry competencies demonstrated by the following qualifications: Certificate III in Refrigeration and Air Conditioning (or equivalent) and possess or be able to obtain an ARClick Refrigerant handling licence, Full or restricted (Disconnect or Re-connect) electrical licence is desirable.

Notes: Orders of merit: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: All applicants are required to provide a written response to the Selection Criteria and provide a current curriculum vitae along with two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Druce (02) 6207 4345 Kathryn.Druce@cit.edu.au

CIT Education and Training Services

CIT Business and Leadership

Business Teacher

Teacher Level 1 \$78,538 - \$104,793, Canberra (PN: 52055)

Gazetted: 21 September 2021

Closing Date: 28 September 2021

Details: Canberra Institute of Technology (CIT) Business department is seeking a highly motivated individual for the delivery of Business programs. This position requires the ability to work collaboratively with teaching and support staff, to provide educational outcomes, and meet compliance requirements in a Vocational Education and Training (VET) environment. The position also requires the ability to grow and nurture links with Industry and other stakeholders, to support student progress, and to develop and manage educational resources. Industry experience in one or more of the disciplines of Business, Human Resources, Leadership and Management, and Business Administration will be an advantage.

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: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (*Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set*); and

Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

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

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Mills (02) 6207 3251 Sam.Mills@cit.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Education and Training Services

CIT Trade Skills

Electrical Trades

Senior Teacher - Electrical Trades

Teacher Level 2 \$111,936, Canberra (PN: 35412)

Gazetted: 20 September 2021

Closing Date: 27 September 2021

Details: IT is seeking an experienced senior teacher to fill the role of Teacher Level 2 in CIT Trade Skills, Electrical Trades department located at Fyshwick Campus.

The primary focus of the position is to work closely with the Head of Department to provide leadership, guidance and support to the Electrical Trades team to ensure consistently high education and training outcomes.

The successful applicant will need a strong background in the Electrical Trades Industry and in Vocational Education and Training.

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

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licencing

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 - 2021, Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set) and

complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 - 2021.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

How to Apply: Please provide a written response addressing the Selection Criteria, a curriculum vitae and two referee reports

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Druce (02) 6207 4345 Kathryn.Druce@cit.edu.au

Corporate Services

Corporate Services

CIT Facilities

Caretaker Facilities

General Service Officer Level 3 \$52,441 - \$54,395, Canberra (PN: 54164)

Gazetted: 16 September 2021

Closing Date: 30 September 2021

Details: Canberra Institute of Technology (CIT) is seeking applications for the position of Caretaker Facilities. This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including a state-of-the-art new Woden campus.

We are looking for a confident individual to manage the afternoon and evening shift with core responsibilities for overseeing any afternoon trade works, issuing and receiving facility access keys, responding to facility related requests, locking buildings, and setting alarms at the end of the shift. **Expected working hours** are between **2:30pm and 10:30pm each weekday**. While this position is predominately located within the Bruce Facilities Team, you may be required to provide support across other campuses.

The successful candidate will demonstrate experience in customer facing functions and be passionate in applying facilities services that put the customer first. You will demonstrate a strong ability to build professional relationships, communicate effectively with a highly diverse community and be a respected member of the Facilities Team. This position will also hold key responsibilities as fire warden for afternoon and evening shifts as well as participate in and contribute to emergency management exercises.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Essential: Hold a current drivers' licence.

Highly Desirable: Knowledge of facilities management.

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

How to Apply: Applicants are to submit a response of no more than two-page pitch demonstrating skills, knowledge and experience as listed in the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Colson (02) 6207 4747 Sean.Colson@cit.edu.au

CIT Corporate Services

Student Management Systems

Assistant Director, Media

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 48309)

Gazetted: 16 September 2021

Closing Date: 23 September 2021

Details: An exciting opportunity exists at the Canberra Institute of Technology (CIT) for an experienced Business - Functional Analyst to join the Student Management Systems Team. In this role, you will identify, plan and implement enhancements to CIT's Student Information Management System (the Banner System) to meet the changing needs of the Institute. You will design solutions, develop specifications and robust testing procedures especially in relation to regulatory reporting. You will effectively engage with stakeholders during the development of solutions, user testing and system implementation. You will also be required to design, produce and maintain reports to internal and external clients using Structured Query Language (SQL) tools such as SQL Developer and Argos. A strong client service focus together with experience in driving innovation and change, including system upgrades in an Information Management Systems environment are essential to be successful in this role.

Eligibility/Other Requirements:

Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

Notes: This is a temporary position available immediately for up to 12 months with the possibility of permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum four pages) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dulip Seneviratne (02) 6207 5601 Dulip.Seneviratne@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

Access Canberra

Fair Trading and Regulatory Strategy

Project Officer

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 50281)

Gazetted: 22 September 2021

Closing Date: 29 September 2021

Details: Access Canberra works collaboratively with other jurisdictions in relation to the Australian Consumer Law to provide positive outcomes for Australian consumers. This includes collaborative work on fair trading policy and compliance activities.

This position will work closely with the Commissioner for Fair Trading to support the ACT chairing the Consumer Senior Officers Network, including meeting logistics, agenda papers and government briefings. A key focus of this role is supporting the Commissioner through the arrangement of interjurisdictional Ministerial and Senior Official forums.

You will be working with key stakeholders in Ministerial Offices, Statutory Office Holders, and interjurisdictional counterparts. The successful candidate will have excellent coordination and stakeholder management skills.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available immediately until the end of the year. Selection may be based on application and referee reports only.

How to Apply: Submit your curriculum vitae and a two page pitch explaining 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: Alex McPherson (02) 6207 4412 Alex.McPherson@act.gov.au

Digital Data and Technology Services

Customer Engagement Services Branch

System Administrator

Information Technology Officer Class 1 \$71,963 - \$81,917, Canberra (PN: 14377)

Gazetted: 16 September 2021

Closing Date: 27 September 2021

Details: As a Systems Administrator you will possess a keen mind and an eagerness to assist our clients within the Justice and Community Safety ACT Emergency Services Agency to advise and deliver the ICT services that Digital, Data and Technology Solutions Group provide. We are after someone who can provide good customer service and enjoys working in a team, with the added benefit of being based at Fairbairn with our customer base.

A typical day may include:

Actively support and maintain critical IT infrastructure and business systems (server, desktops/end points, data centre, work points)

Provide support in coordinating, actioning and monitoring ICT service requests in an IT Service Management tool (Service Now).

Work as a team member, assisting to ensure that the quality of service delivered to clients meets or exceeds expectations as well as liaising with both internal and external stakeholders.

Assist and provide support to the Refresh team with lifecycle management of ICT assets.

Work with the Directorates to ensure we provide the best service and provide positive outcomes.

Manage escalations, engaging with ICT technical teams and Directorates as required.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: To be successful, you will possess good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will have a flexible mindset and enjoy the challenge of being presented with different problems every day. You will be able to effectively self manage, prioritise tasks, and escalate problems when needed.

Travel between sites may be required and a driver's licence (C class) is essential.

Note: The possibility of extension or permanency. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: Your application should include the following:

1. Two page response to the following questions:

Give an example of when you have had to manage a critical and/or urgent technical issue to resolution.

Give an example of when you have solved a problem for a client that required you to liaise and negotiate with other teams.

2. Current curriculum vitae including previous relevant experience, training and qualifications and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Carlton (02) 6207 2335 Karen.Carlton@act.gov.au

Workforce Capability and Governance

Strategy and Transformation Office

Assistant Director Administrative Support and Finance

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53335)

Gazetted: 16 September 2021

Closing Date: 23 September 2021

Details: Do you have the skills and business acumen required to lead business services within a public administration context? Are you a multi-disciplinary strategic thinker who has foresight and the ability to have a big-picture perspective? Then the Assistant Director Administrative Support and Finance is the role for you! The successful applicant will be a motivated and dynamic leader seeking to work within a culture of high performance, collaboration, and innovation with a focus on solutions, accountability, and excellence. The role requires the ability to make decisions, often with incomplete information, and to determine appropriate responses to complex business challenges and opportunities. Success in this role demands a strong strategic and analytical orientation coupled with exceptional communication skills as well as a highly developed collaborative nature. Under limited direction, the successful applicant will:

Manage projects and financial operations of WCAG-WSIR, including day-to-day and monthly reporting, processing and reconciliations, debt management, working capital needs, and preparing monthly reports for the DDG WCAG-WSIR. Manage the invoices for WCAG-WSIR including but not limited to the ACTPS Graduate program and Talent Bank program, the PSU, SLJC.

Assist in the development of internal budgets, budget bids and preparation of regular budget reports, including variance analysis. Assist with the provision of procurement advice to support staff with procurement responsibilities, vendor and contract management, projects, audits, and policy reviews.

Research and implement ongoing process and system improvements and contribute to managing change and uncertainty.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: To apply, submit a two-page pitch outlining how your skills, knowledge and behaviour make you the best fit for the role. Please also submit your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Roy (02) 6207 4724 Caitlin.Roy@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Government Business Senior Coordination Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 39752)

Gazetted: 21 September 2021

Closing Date: 30 September 2021

Details: An exciting and valuable career opportunity presents itself in the Cabinet, Assembly and Government Business Branch as Government Business Senior Coordination officer. If you are interested in being at the forefront of government decision making and supporting the passage of Cabinet and Government Business, this position will be of interest.

To be considered for this role it would be expected that you have a curious mind, possess or have the ability to gain, a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities and thrive in a team environment.

This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical timeframes. The successful applicant will be expected to have sound administrative and organisational skills and the ability to demonstrate resilience in a high-pressure environment.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available from 18 October 2021 for a period of 12 months with the possibility extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit:

- A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description.
- A current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Gilks (02) 6207 3944 Rachel.Gilks@act.gov.au

Shared Services

Partnership Services, Service Centre

Director, HR and Finance Service Desk

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 50297)

Gazetted: 17 September 2021

Closing Date: 1 October 2021

Details: Are you passionate about leading a motivated, high performing team?

Do you thrive in a fast-paced environment with competing priorities and tight deadlines?

Do you enjoy the challenge of driving strategy in an operational environment?

Keep reading!

The HR and Finance Service Desk are the first point of contact for ACT Government staff for a wide variety of Shared Services Human Resources (HR) and Finance related enquiries. We are a call centre environment, communicating with customers via phone, email and chat support.

As the Director you are responsible for the leadership and direction of the HR and Finance Service Desk, providing guidance on day-to-day operations whilst also driving a strategic agenda, with a focus on projects and activities to enhance operations. You are supported by an excellent leadership team and broader team of agents, all dedicated to providing the best possible service to our customers. You collaborate with stakeholders across the business, driving and contributing to initiatives to improve the customer experience and deliver the broader Shared Services Strategic Plan.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current ACT Government CMTEDD Baseline clearance or ability to obtain and hold a baseline security clearance is mandatory.

Note: This is a temporary position available from November 2021 for up to 12 months, with possibility of extension and/or permanency. Whilst this is a full-time position, part-time hours may be considered for the right applicant.

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

How to Apply: In no more than three pages, provide a response demonstrating your experience against each of the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description. Please accompany this with your resume and contact details for at least two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Sara Howell (02) 6207 8391 sara.howell@act.gov.au

Shared Services

Partnership Services

Recruitment and Information Services

Senior Recruitment Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 37890)

Gazetted: 17 September 2021

Closing Date: 3 October 2021

Details: The Recruitment and Information Services (RandIS) team are seeking applications from highly motivated and experienced Human Resources administrators to fill the position of Senior Recruitment Officer. RandIS delivers recruitment services to all ACT Government agencies and directorates. It is a fast-paced customer driven environment.

The Senior Recruitment Officer is responsible for:

Providing customers with solutions to complex HR related matters which comply with ACT Public Service legislation, policies, and guidelines.

Completing complex requests on time and to a high standard.

Providing guidance to Recruitment Officers in delivering services.

Maintaining collaborative relationships with stakeholders; and

Assisting management in managing KPI's and quality assurance, Identifying and championing process improvements which improve the customer journey.

To be successful in this role you will have:

Demonstrated experience in providing recruitment advice to customers and stakeholders at all levels preferably within a government environment.

Demonstrated experience in the application of recruitment related legislation and policies for compliance/solution purposes.

Excellent relationship management skills which facilitates better team and HR outcomes.

Resilience in managing and prioritising escalating matters; and

High order attention to detail.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: To be successful in this role you will have demonstrated experience in providing recruitment advice to customers and stakeholders at all levels.

Note: This is a temporary position available immediately for 12 months until 5 October 2022 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are asked to provide a two-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and the names and contact details of two referees. Selection may be based on application and referee only.

Applications should be sent to the Chair, Stella Barnes, Director, Recruitment and Information Services

stella.barnes@act.gov.au

Contact Officer: Stella Barnes (02) 6207 7877

Director (ACT Data Analytics Centre)

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 37460)

Gazetted: 20 September 2021

Closing Date: 27 September 2021

Details: The opportunity:

Wherever you are at in your career, the ACT Data Analytics Centre (ACTDAC) can help you take it further. We are a diverse, innovative, and professional team, comprising data and policy experts. We are empathetic, curious, and respectful: working in the best interest of Canberrans and our ACT Public Service (ACTPS) partners. Our people thrive in rapid decision and learning cycles, enabled by digital tools, and empowered with a common purpose to drive change across the ACTPS.

We have an exciting permanent opportunity for the Director of the ACTDAC to run the day-to-day operations and work closely with the Executive Branch Manager to drive the strategic goals of the Centre.

Successful applicants will be able to utilise their strong managerial skills and diverse experience to lead the operations of the ACTDAC and deliver high quality data services. You will work closely with the branch leadership team to plan, prioritise and drive outcomes across project and product development and delivery, data infrastructure and platform support, data engineering, data policy and advice, solution design and more. You will be comfortable in uncertainty and supporting change, priding yourself on your coaching and people development skills and ability to nurture capability and confidence in your team.

Each day in the ACTDAC brings new challenges and the demand for our data services is only growing. This is a rare opportunity to bring together skills, knowledge and experience, and work collaboratively with all directorates and agencies at the crux of digital and data transformation within the ACT Government. We are looking for a highly motivated individual who can build on the strong foundations already present in the team yet still respectfully challenge the status quo.

Chief Minister, Treasury and Economic Development (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 are the right person we are looking for, please submit your curriculum vitae (including the contact details of two referees) and a personal pitch by the application closing day.

Your pitch should be no more than two pages addressing the section criteria outlining:

Why you are interested in the opportunity and what skills and experiences you will bring to the position and ACTDA.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angkana Whiley (02) 6207 8618 Angkana.Whiley@act.gov.au

Team Leader

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 21856)

Gazetted: 16 September 2021

Closing Date: 30 September 2021

Details: Are you someone who is adaptable to change and looking for a challenge? Can you lead, manage and support a large team to deliver multiple services to the community? If your answer is yes, you may be the person we are looking for.

Access Canberra Contact Centre is looking for a suitably experienced and motivated individual to fill the role of Team Leader.

The Contact Centre provides a whole of government service on behalf of ACT Government to customers across a broad range of information, payments, services and emergency support. The Contact Centre delivers quality customer service for various business functions including webchat, road transport, municipal and public transport. The Access Canberra Contact Centre also delivers emergency information to the community on behalf of Health and the ESA and assists SES callers during storm and flood events. The Contact Centre operates extended hours, with 24 hour back-up support.

As a Team Leader in the Contact Centre you will have experience leading teams in delivering customer services across multiple channels. Have excellent communication and people skills, including the ability to motivate and

develop team members towards shared goals. Capable of managing competing priorities and adapting to new and changing circumstances. Demonstrate high-level level judgement and can participate in the afterhours on-call roster.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position works in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Your application should be written in the form of a pitch, no longer than two pages, explaining how you are the right person for this role, and providing examples to demonstrate you have the Skills, Knowledge, Behavioural Capabilities and experience to perform the duties of the role. Applicants are also required to provide a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karl Spulak (02) 6205 3949 Karl.Spulak@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Shared Services

Commercial Services- Digital Records Support

EDRMS Digital Administrator

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52143)

Gazetted: 20 September 2021

Closing Date: 27 September 2021

Details: Are you someone who has a passion about providing excellent customer service, revels in both the operational and project space and thrives in a busy customer focused environment?

We would love to hear from you.

The Digital Records Support team are looking for a highly motivated, and enthusiastic EDRMS Digital Administrator to provide support for the ACT Government's electronic document records management systems (EDRMS).

Digital Records Support (DRS) is essential in supporting Directorates with high level administration in the approved Whole of Government (WHOG) EDRMS platforms. The EDRMS Digital Administrator duties may include but not be limited to: backing up the service desk, liaison with clients on issues, facilitate training, providing assistance on projects, which will see us looking for someone with fantastic customer services skills and great analytical thinking. If you are a positive, versatile person and enjoy working in a fast paced dynamic team, then you are encouraged to apply.

The ACT Public Service is a great place to work offering employees flexible working arrangements to ensure appropriate work life balance is maintained. Please go to <https://www.jobs.act.gov.au/work-with-us/best-service> to find out why the ACT Public Service is one of the best public services to work in.

Eligibility/Other Requirements: Experience in one of the use of the ACTGOV EDRMS systems would be desirable.

Note: This a temporary position available until 30 June 2022. Selection may be based on application and referee reports only.

How to Apply: Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability, experience and what you can bring to the role

Contact Officer: Deanne Allum-Walsh (02) 6207 7075 Deanne.Allum-Walsh@act.gov.au

Digital, Data and Technology solutions

Senior Director, Radio Network Engineer

Senior Information Technology Officer Grade A \$153,041, Canberra (PN: 53334)

Gazetted: 22 September 2021

Closing Date: 4 October 2021

Details: The Senior Director, Radio Network Engineer is responsible for the planning, architecture/design, standards, policy advice and support of ACT government radio communications infrastructure, to meet the needs of the Emergency Services Agency's four operational services and other government users. This role also works closely with other government agencies, jurisdictions, vendors and industry experts to develop and maintain ACT government's technical and operational capabilities including to support spectrum management, encryption management and radio communications interoperability.

This role will: Manage and perform radio communications and network administration activities. This includes contract negotiation and vendor management, performance monitoring, optimisation, technical specification documentation, planning /managing the annual maintenance program support functions and participation in procurement activities related to radiocommunications network infrastructure and terminals.

ACT wide radio site management including facilitating site access, onsite contractor management and onsite infrastructure and electromagnetic energy (EME) compliance.

Provide engineering support for ESA Specialist Intelligence Gathering (SIG) platform. This includes network development (site selection, spectrum planning, site configuration) and operational support.

Develop and maintain ACT government's technical capabilities to support spectrum management, encryption management and radio communications interoperability.

Undertake operational analysis of the radio network performance to enhance existing capabilities and support new operational requirements via ESA's ICT projects.

Provide general radio frequency engineering advice to ACT Government for various radio platforms as required and represent the ACT Government on radio matters at internal and external meetings.

This position does involve direct supervision of staff.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

To be successful, you will possess good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will have a flexible mindset and enjoy the challenge of being presented with different problems every day. You will be able to effectively self-manage, prioritise tasks, and escalate problems when needed.

A related tertiary qualification will be highly regarded

Skills are required in Information and Communication Technology (ICT), supporting P25 trunk radio systems including: Land mobile network planning, frequency planning and propagation and network performance management.

Extensive knowledge and a deep understanding of Emergency Services radio communications networks would be highly regarded.

Current driver's licence (C class) is essential as travel between sites will be required and 4WD driving experience is highly desirable given that the Territories Radio equipment is hosted on several hills and mountains across the ACT and this position is expected to conduct site visits with vendors.

Notes: This is a permanent position available immediately. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply:

To apply for this position please send in a two-page pitch with a current curriculum vitae. In your two-page pitch you will need to address:

Why you are the right person for the role and what you bring to it.

An achievement that you are proud of highlighting your skills.

What do you bring that goes beyond what we are asking for (keep to one paragraph or less).

In your pitch take into account both the Position Description and the information in this advertisement. The structure of the pitch is up to you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Carlton (02) 6207 2335 Karen.Carlton@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management

Service Delivery Officer

Information Technology Officer Class 1 \$71,963 - \$81,917, Canberra (PN: 47123, several)

Gazetted: 21 September 2021

Closing Date: 8 October 2021

Details: The DDTS ICT Service Desk team is looking for an enthusiastic person with the right mix of customer service and ICT knowledge to join our team. This person will be providing first and second level ICT support to a broad range of staff working for the ACT Government.

As part of the ICT Service Desk team, you will contribute to achieving positive service results within the parameters of team key performance indicators. Your daily duties will encompass answering phone calls, responding to emails, first and second level troubleshooting, and recording of ICT requests or incidents. There is also the requirement to provide face-to-face on-site field support on a rotational basis.

The successful applicant will possess a good understanding of ICT and know how to effectively communicate to troubleshoot common problems. If you think you have the relevant experience and skills please review the Position Description and apply as per directed below.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to rapidly obtain and maintain a certificate is mandatory.

Driver's licence class C is essential.

Notes: This is a temporary position available for up to 12 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.

How to Apply: Please provide a two-page pitch of your demonstrated experiences that are relevant to the What You Will Do section of 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Prothero (02) 6207 1751 James.Prothero@act.gov.au

Economic Development

ArtsACT

Kingston Arts Precinct

Assistant Director, Kingston Arts Precinct

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 42087)

Gazetted: 22 September 2021

Closing Date: 29 September 2021

Details: The ACT Government is progressing development of the Kingston Arts Precinct, an exciting new visual arts precinct which will provide a mix of spaces where artists, resident organisations and creative business make, teach, exhibit, perform and sell their work. The precinct will integrate approaches in precinct planning, design, and construction to create seamless interaction between external and internal public spaces enabling a variety of uses that creates an attractive and safe public domain. This position will work within the artsACT team, with our colleagues in the Suburban Land Agency and with the arts sector to progress the design development and management model for the precinct. This position involves not only working in government project delivery environment but engages closely with the arts sector.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in the delivery of capital works projects is desirable including understanding of design scope, financial management, project programming and knowledge of design and technical overlays.

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

This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description, your curriculum vitae, and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Morgan Campbell (02) 6205 0931 morgan.campbell@act.gov.au

Economic Development

VisitCanberra

Senior Director Marketing

Senior Officer Grade A \$153,041, Canberra (PN: 28753)

Gazetted: 22 September 2021

Closing Date: 11 October 2021

Details: VisitCanberra is looking for an experienced marketing professional to lead the implementation of the organisations domestic and international marketing programs. This position is responsible for leading the planning, effective delivery and evaluation of destination marketing activities with a view to maximising the contribution tourism makes to the ACT economy. This position also provides support for the ongoing development and promotion of the Canberra's whole of city, CBR Brand. The position presents a unique opportunity to lead a creative and skilled team of marketers and make a significant contribution to the promotion of Canberra to as a place to visit to domestic and international audiences. As a result the successful candidate will be able to demonstrate extensive experience in designing, implementing and managing national/international marketing campaigns, high-level project management skills and a demonstrated ability to coordinate time, budget and staffing resources to meet organisational objective

The successful candidate will bring a high level of energy, ability to think creatively and apply an evidenced based approach to decision making. VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Desirable

Tertiary qualifications in marketing, communications or business.

Current Australian driver's licence.

Ability to work flexible hours and travel as required.

A strong understanding of the Tourism Industry.

Notes: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in a workplace designed for activity-based working (ABW).

Under ABW arrangements, officers do not have a designated workstation/desk.

Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: To apply, please submit your response of no more than two pages addressing the Selection Criteria, with your Curriculum vitae and name of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jonathan Kobus (02) 6205 3185 Jonathan.Kobus@act.gov.au

Communications and Engagement

Content

Social Media Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 31114)

Gazetted: 22 September 2021

Closing Date: 29 September 2021

Details: The Chief Minister, Treasury and Economic Development (CMTEDD) Communication and Engagement team are looking for an ASO5 Social Media Officer.

The successful applicant will be an enthusiastic and motivated communications professional with a passion for social media. This role is an exciting opportunity to be involved in the delivery of content for the ACT Government's social media channels – Facebook, Twitter, LinkedIn and Instagram. Collaborating within and across teams to develop and distribute high quality content, this role will ensure the right information is provided to the right audience, at the right time, by bringing an audience-first lens to the work, informed by research, insights and evaluation. collaborating with stakeholders in partnership with a strong client service ethic. working in a fast-paced environment, while being flexible and open to change. being supported by whole of government guidelines, policies and procedures, and be guided by an annual whole of government communications and engagement plan.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Flexible working arrangements with occasional out of hours and/or weekend work may be required. Selection may be based on application and referee reports only.

How to Apply: Please review the relevant Position Description (attached) and submit a two-page pitch detailing your relevant skills and experience and reason for applying, along with your current curriculum vitae and written reports from two referees.

All applicants are advised to contact the nominated Contact Officer if they require further information prior to applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Eurell (02) 6205 9737 shannon.eurell@act.gov.au

Economic Development

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 49122)

Gazetted: 22 September 2021

Closing Date: 29 October 2021

Details: As the Assistant Director, Social Media and Public Relations (PR) Outreach, at VisitCanberra you will lead a small team to showcase the destination's experiences, events and stories to our target audience as well as tailor content for our industry and government stakeholders across social and traditional media channels. You will have strong experience in pitching out to local, interstate and even international media, resulting in positive coverage and interview opportunities. You will also be adept at planning and guiding the creation of high quality and engaging content for a wide range of audiences and social and traditional media channels and leading a team to manage a range of social media channels to support specific campaign and business as usual activity. Your content will be shared across VisitCanberra's digital and other channels and you will also play a key role in the content direction of the organisation's content partnerships with external companies and publishers. Ideally you will have a great

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

A minimum of five years' experience in Marketing and Advertising and/or related discipline.

Management experience.

Flexible work hours and some interstate travel.

A qualification in Marketing, Public Relations or related discipline is highly desirable.

Current Australian driver's licence.

Notes: This position is available at either full-time/part-time and part-time hours will be paid pro-rata. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: If this sounds like you, please send your curriculum vitae and an application. Applications should clearly address the Professional/Technical skills and Behavioural Capabilities and be no longer than three pages telling us why you are the right person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Barges (02) 6205 0700 Joanne.Barges@act.gov.au

Revenue Management

Policy and Objections

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 01419)

Gazetted: 22 September 2021

Closing Date: 13 October 2021

Details: The ACT Revenue Office is seeking enthusiastic and experienced individual for the role of Assistant Director for six months and potentially longer in our Policy and Objections Team.

Do you have good judgment, well developed interpersonal, time management skills and an eye for detail? If so, there could be the role for you.

The successful applicant will be responsible for running objection and appeal cases on tax matters and to contribute to research and policy matters of the team. To succeed, you will have the ability to interpret and advise on legislation, undertake critical analysis and exercise flexibility, tact and discretion.

Chief Minister, Treasury and Economic Development supports workplace diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications are preferred (e.g. Law, Economics).

Notes: This is a temporary position available for initially for up to 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 may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please apply with your curriculum vitae and a two-page supporting statement showing your capabilities against the Selection Criteria, along with contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brett Wilesmith (02) 6205 0202 Brett.Wilesmith@act.gov.au

Economic and Financial Group

Senior Econometrician / Senior Research Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 11439)

Gazetted: 22 September 2021

Closing Date: 29 September 2021

Details: ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), has a full-time vacancy for a Senior Econometrician / Senior Research Officer.

You will undertake econometric modelling and quantitative analysis to support forecasts of economic variables and revenue estimates that are published in the ACT Budget. You will also prepare quantitative economic research to support our forecasts and policy advice including high quality written material explaining and supporting your research conclusions, and provide material documenting your quantitative approach. There will be opportunities to be involved in a range of economic forecasting and policy projects in this part of Treasury.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Degree or above in economics with major in econometrics is highly desirable.

Additional studies in actuarial studies / finance / mathematics or complementary discipline are desirable.

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

Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. If you do not wish to be placed in the merit pool, please indicate this with the contact officer.

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 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: David Hedley (02) 6205 9121 david.hedley@act.gov.au

Assistant Director – Aboriginal and Torres Strait Islander Cultural Arts Engagement

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 41442)

Gazetted: 20 September 2021

Closing Date: 7 October 2021

Details: A unique opportunity for arts and cultural leaders to define a scope to work with First Nations communities in leading and co-creating community arts and cultural programs and supporting self-determination for First Nations communities. The person for this job will demonstrate strong local and national networks and capacity to build partnerships to achieve meaningful cultural and creative outcomes. This role will also assist in guiding artsACT to bring cultural perspectives to policy and program development across the organisation, with particular input to the proposed Aboriginal and Torres Strait Islander Arts Space at the Kingston Arts Precinct. The successful applicant will be supported to provide targeted advice to stakeholders both in and outside of Government.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment Aboriginal and Torres Strait Islander peoples with disability and those who identify as LGBTIQ are encouraged to apply.

CMTEDD's Reconciliation Action Plan April 2020-April 2023 can be accessed through the following link: Stretch Reconciliation Action Plan.

Eligibility/Other Requirements: Knowledge and understanding of arts issues, including support for artists and arts organisations within the ACT, is highly desirable.

This is a designated position in accordance with s42 of the Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential.

Notes: This is a full-time temporary position available for a period of six months with the possibility of extension and/or permanency. Part-time hours will be considered, and the above full-time salary will be pro-rata. This arrangement may include provision for flexible working hours, locations and arrangements such temporary transfers and job sharing.

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in activity-based working arrangements, including that officers do not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: Please write a two page pitch that supports your claim to the Selection Criteria in the Position Description as well as curriculum vitae and contacts for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mia Ching (02) 6207 6660 Mia.Ching@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

Executive Branch Manager, Social Recovery

Temporary Vacancy (three months, with possibility of extension)

Community Services Directorate

Inclusion and Participation

Position: E1207

(Remuneration equivalent to Executive Level 1.2)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 22 September 2021

An exciting new role has been created and applications are sought for the role of Executive Branch Manager, Social Recovery for a temporary vacancy of three months with the possibility of extension.

The Executive Branch Manager, Social Recovery will be responsible for leading Directorate strategies during an emergency response and recovery period to build and sustain community resilience, support our vulnerable people, and explore the viability and sustainability of the community sector.

Reporting to the Executive Branch Manager, Social and Community Inclusion, the role of the Executive Branch Manager, Social Recovery is to:

- In response to an ACT Emergency, including the current pandemic, coordinate Directorate, interagency, community partners and non-government organisation responses and service delivery. This includes the facilitation of logistics, plan development, response effort and provisions of resources in response to the management of the pandemic in the ACT Community.
- Implement, monitor and review of the Directorate's emergency management activities, policies, programs, and service delivery.
- Oversee the Social Recovery functions under the *ACT Emergency Plan* for the Directorate, ACT Government and the non-government sector and community stakeholders.

If you demonstrate leadership and have experience in policy, people management and implementing community service delivery, we want to hear from you.

To apply: Please submit no more than a two-page pitch addressing the capabilities and Job Specific criteria, a curriculum vitae and contact details of two referees to Jessica Summerrell via email, jessica.summerrell@act.gov.au by COB Monday 27 September 2021.

Your application will be treated in the strictest of confidence.

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 \$225,196 - \$233,809 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,249.

Contact Officer: Jessica Summerrell (02) 6207 5718 jessica.summerrell@act.gov.au

Housing ACT

Infrastructure and Contracts

Contracts and Business Operations

Assistant Director, Contract Governance

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 10575)

Gazetted: 22 September 2021

Closing Date: 6 October 2021

Details: An exciting opportunity exists in the role of Assistant Director, Contract Governance in the Contracts and Business Operations Team of Housing ACT.

The team is responsible for the strategic management of the TFM, the largest ongoing goods and services contract in the ACT Government. Key objectives are to preserve and maintain Social Housing stock, maintain a tenant focus in the delivery of services, achieve social outcomes, maintain collaborative relationships with key stakeholders and respond to evolving needs of the Commissioner, tenants and industry.

The position is responsible for day-to-day management of the TFM Contract and ensure it is managed under best practice principles. As part of the senior leadership team, you will have an opportunity to think strategically in an operational environment and to use your well-developed organisational skills, to influence and shape the direction of the Contract. The position requires someone who can manage a dynamic workload, who has the capability to manage and maintain relationships, both within Government and outside; must be able to effectively manage multiple issues at once; and someone who has demonstrated abilities in being able to identify and prioritise needs, as well as implement any required change/s.

More information can be found in the position description.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension and or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit as if writing to an expression of interest of up to two A4 pages addressing the Selection Criteria, along with your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Valler (02) 6205 8032 megan.valler@act.gov.au

**Office of Director-General
Organisational Governance
Freedom of Information and Legal Coordination
Freedom of Information Administration Officer
Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 49351)**

Gazetted: 22 September 2021

Closing Date: 29 September 2021

Details: Community Services Directorate (CSD) is seeking an Administration Officer for its Freedom of Information (FOI) Team. This position is responsible for assisting with the processing of FOI Access Applications received by the Directorate's FOI Team under the *Freedom of Information Act 2016*, including maintaining of a database of Access Applications and general administrative work as required. The successful applicant will have strong ability to handle confidential and sensitive information. Experience in administration and supporting systems is desirable. 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, trans-gender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available until the 30 June 2022 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2-3 pages outlining their experience and/or ability against the Selection Criteria. Applicant may be assessed from application and referee reports only.

Applications should be submitted via the Apply Now button below

Contact Officer: Jessica Gotovac (02) 6205 2582 Jessica.Gotovac@act.gov.au

**Office of the Director-General
Community and Engagement
Media and communications officer
Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 55227)**

Gazetted: 17 September 2021

Closing Date: 6 October 2021

Details: The Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

We are currently seeking a talented media officer to join our Communications and Engagement team.

We need a people person with a passion for media, who has the ability to build strong working relationships, both internally and externally, while juggling multiple priorities simultaneously.

In this position you will be responsible for all proactive and reactive media for the directorate. You will work in a collaborative manner with various areas to develop content that may include talking points, media releases, presentations, digital and social media copy, or similar.

What will you do?

The full detail about what you will do in this role can be found in the position description. Some of the key responsibilities will be to:

Identify, develop and implement a range of communication activities, including strategies, advertising, publications, media liaison, events and publicity.

Stakeholder mapping and contact detail preparation and maintenance

Liaise with a range of stakeholders including the Minister's Office, senior government officers, senior officials, contractors and members of the community.

Support the communications team, directors and executives in preparing and distributing consumer content for publications, websites, media kits, marketing collateral, e-newsletters, press releases, social media content and other requests as required.

Undertake communications and public relations projects as required.

Proactively identify and develop relationships with key media (local, national and international) in line with marketing objectives.

Create, pitch and distribute content and the co-ordination of promotional activities such as events and activations. Manage requests from partners (media, industry, internally) in a timely and professional manner by providing appropriate support such as co-ordinating media visits, hosting media and spokesperson duties as required. Support the broader team by preparing reports and other ministerial materials (speech notes, function briefs, media alerts and ministerial releases) as required.

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: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Provide a pitch that is no more than two pages, which tells us about your experience working with media and addresses the behavioural capabilities in the Position Description.

Applicants must also submit a current resume including details of work history (roles, timing, responsibilities, and achievements), qualifications and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Nikolic (02) 6207 9536 Emma.Nikolic@act.gov.au

**Office of the Director-General
Communications and Engagement
Assistant Director, Content**

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53306)

Gazetted: 16 September 2021

Closing Date: 5 October 2021

Details: The Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

The Communications and Engagement branch are currently looking for a passionate storyteller to be part of our team.

The perfect person for this role will be a communications allrounder who will bring an audience-first lens to their work. You will be able to create engaging content for a variety of audiences and channels across a range of diverse portfolios. You will also be able to build and maintain strong collaborative relationships and be able to influence and negotiate effectively.

What will you do?

The full detail about what you will do in his role can be found in the position description. Some of the key responsibilities will be to:

Produce, schedule and evaluate content that's designed around user needs and driven by research and analytics. Oversee the updating, development and implementation of strategic content to achieve an informed audience, search engine optimisation and to support broader communications strategy.

Oversee editorial decision making, content governance (including approvals) and production models.

Collaborate with stakeholders, subject matter experts and multidisciplinary teams within other directorates and Ministerial offices to source, design, edit and approve content.

Liaise with designers, videographers and external service providers (where relevant) to produce high quality, engaging and dynamic content for social media channels.

Provide advice on emerging communications and digital media opportunities and best-practice and trends in the digital environment.

Bring an audience-first lens to your work, informed by research, audience insights, social sentiment and regular evaluation.

Directly supervise and mentor staff.

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: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Provide a pitch that is no more than two-pages in length, which tells us about why you're a great storyteller and addresses the behavioural capabilities in the position description.

Applicants must also submit a current curriculum vitae including details of work history (roles, timing, responsibilities, and achievements), qualifications and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Nikolic (02) 6207 9536 Emma.Nikolic@act.gov.au

Education

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

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

Business Services

Governance and Community Liaison

Senior Director Audit and Assurance

Senior Officer Grade A \$153,041, Canberra (PN: 42737)

Gazetted: 21 September 2021

Closing Date: 5 October 2021

Details: The Education Directorate is seeking to permanently appoint a Chief Internal Auditor to lead the Directorate's small Audit and Assurance team.

The successful applicant will have excellent leadership, communication and interpersonal skills and a high level of attention to detail. The position requires a solid understanding of corporate governance (particularly audit, risk management and compliance) or relevant qualifications/experience in a similar role.

To apply for this role applicants should prepare a pitch of no more than two pages that demonstrates skills and experience relevant to the position description. Applicants should also provide a copy of their resume and two written referee reports.

For further information, please contact the Executive Branch Manager Governance and Community Liaison, Kristen Laurent, via email at kristen.laurent@act.gov.au.

Eligibility/Other Requirements: This position requires a solid understanding of corporate governance (particularly audit, risk and compliance) or relevant qualifications/experience in a similar role.

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

How to Apply: To apply for this role applicants should prepare a pitch of no more than two pages that demonstrates skills and experience relevant to the Position Description. Applicants should also provide a copy of their curriculum vitae and two written referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristen Laurent (02) 6205 6749 Kristen.Laurent@act.gov.au

Governance and Community Liaison

Risk Security and Emergency Management

Assistant Manager Security, and Emergency Management and Agency Security Advisor

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 09400)

Gazetted: 21 September 2021

Closing Date: 5 October 2021

Details: The Assistant Manager Security, and Emergency Management team and Agency Security Advisor plays an integral role in the implementation of security and emergency response planning, support initiatives across ACT schools and the broader Directorate to support the delivery of initiatives to ensure the Education Directorate remains a high performing learning organisation, where our people know they matter.

The Risk, Security and Emergency Management (RSEM) team sits within the Governance and Community Liaison Branch and is responsible for assisting schools and other areas of the Directorate embed security and emergency

management within day to day operations. The role is responsible for educating and coaching staff, coordinating training and learning opportunities and overseeing reporting to the Executive and its committees.

The team also manages and assists with a range of functions including insurance and risk management for the Education Directorate. The successful applicant will form part of our team and work collaboratively to deliver a proactive approach to managing this risk profile.

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

Eligibility/Other Requirements

Tertiary qualifications in Security and/or Emergency Management; and experience in the ACT Government Protective Security Policy Framework environment is highly desirable

This is a full-time, Designated Security Assessed Position and as such, the occupant must hold or be able to obtain a security clearance at the NegVet 1 level.

Notes: This is a temporary position available up to 15 April 2022 with the possibility of extension up to 12 months and/or permanency. Selection may be based on applications and referee reports only.

How to Apply: Applicants should provide a current curriculum vitae and a written response, of no more than two pages, addressing the Selection Criteria in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristen Laurent (02) 6205 6749 kristen.laurent@act.gov.au

Business Services

Communications, Engagement and Government Support

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 09406)

Gazetted: 22 September 2021

Closing Date: 29 September 2021

Details: The Ministerial and Corporate Reporting team provide the critical connection between the Education Directorate and Government.

We are seeking a pro-active and organised Assistant Director who can work under pressure in a busy environment.

The position of Assistant Director, Corporate Reporting and Stakeholder Management, is responsible for the coordination and provision of secretarial support for the Director-General's key stakeholder meeting and undertakes coordination, preparation and delivery of key corporate reporting and accountability functions for the Directorate including the annual report, non-financial components of the budget papers, the Statement of Performance process; Parliamentary and Governing Agreement reporting and other whole of government reports. The position works closely with a range of key stakeholders, including the Education Directorate Executive and Leadership team, as well as other areas within the Directorate, across the ACT Government and other agencies both government and non-government.

As a member of a team with both corporate reporting and corporate secretarial responsibilities, the Assistant Director, Corporate Reporting and Stakeholder Management requires strong coordination skills, an ability to work independently, to be self-driven, and a willingness to assist others if required.

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 six months with the possibility of extension/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit:

A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description

A current curriculum vitae with details of at least one referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rochelle Bessey (02) 6207 2620 Rochelle.Bessey@act.gov.au

System Policy and Reform

Enrolment Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 04073)

Gazetted: 21 September 2021

Closing Date: 28 September 2021

Details: The Enrolment Policy team is responsible for developing and delivering the program of reform for enrolment policy and practice in relation to public schools.

The team is also responsible for delivering the Directorate's enrolment enquiry phone line, developing content for website and other public informational materials concerning enrolment policy and for providing training and ongoing advice to school staff in regard to implementing enrolment policy and procedures.

The Enrolment Officer (ASO5) works closely with the Enrolment Officer (ASO6) to provide school and community support and operations, and contributes to the preparation of advice for team leadership on case management and policy issues.

Notes: This is a temporary position available from 23 October 2021 for 12 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: Applicants should address the Selection Criteria in the Position Description, keeping responses to each criterion under 350 words. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Glen Howard (02) 6205 5485 Glen.Howard@act.gov.au

System Policy and Reform

Enrolments and Planning

Enrolment Policy

Enrolment Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 51240)

Gazetted: 21 September 2021

Closing Date: 28 September 2021

Details: The Enrolment Policy team is responsible for developing and delivering the program of reform for enrolment policy and practice in relation to public schools.

The team is also responsible for delivering the Directorate's enrolment enquiry phone line, developing content for website and other public informational materials concerning enrolment policy and for providing training and ongoing advice to school staff in regard to implementing enrolment policy and procedures.

The Enrolment Officer (ASO6) is a crucial role in the team. They are involved in providing and overseeing school and community support and operations and advising team leadership on case management and policy issues.

Notes: This is a temporary position available from 23 October 2021 for 12 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: Applicants should address the Selection Criteria in the Position Description, keeping responses to each criterion under 350 words. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Glen Howard (02) 6205 5485 Glen.Howard@act.gov.au

School Performance and Improvement

North Canberra/Gungahlin School Network

Gungahlin College

Executive Assistant and Administrative Assistant

School Assistant 3 \$56,858 - \$61,194, Canberra (PN: 39868)

Gazetted: 20 September 2021

Closing Date: 4 October 2021

Details: Gungahlin College is seeking an experienced Executive Assistant to provide high level administrative support to the Associate Principal of Student Supports and the Director of Student Wellbeing within the Student

Services section of the College. This position requires excellent attention to detail, the ability to handle multiple deadlines and pressures at once, and the ability to handle highly confidential matters. Experience within a College environment or similar is desirable, along with experience drafting correspondence and managing multiple diaries/appointments in a busy environment.

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

How to Apply: Please submit a written response to the Selection Criteria of no more than three pages, along with your curriculum vitae. Referee reports will only be sought for shortlisted applicants and are not required as part of your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chantelle Lawson (02) 6142 1000 Chantelle.Lawson@ed.act.edu.au

Service Design and Delivery

Universal School Support

Assistant Director – Understanding Building and Construction Program

School Leader C \$130,338, Canberra (PN: 45714)

Gazetted: 20 September 2021

Closing Date: 11 October 2021

Details: The Universal School Support Branch are looking for a school leader to Work in collaboration with the ACT Community Services Program Coordinator to support the implementation of the pilot, *Understanding the Building and Construction Program*, in ACT secondary schools.

Eligibility/Other Requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Demonstrated knowledge and implementation of the Australian Curriculum in the areas of Humanities and Social Sciences and Work Studies.

Proven ability to establish and manage projects within tight timeframes.

Desirable:

Qualifications and/or experience in career development practice.

Knowledge and understanding of the Building and Construction industry.

Note: This is a temporary position available immediately for a period of six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your curriculum vitae, two-page Expression of Interest addressing the three capabilities - Leading Teaching and Learning, Leading Improvement, Innovation and Change and Developing Self and Others. Please also provide contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bronwyn Motion 6207 7590 Bronwyn.Motion@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Service Design and Delivery

Student Engagement

Director Positive Behaviours for Learning

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 47087)

Gazetted: 17 September 2021

Closing Date: 3 October 2021

Details: The Director Positive Behaviours for Learning has responsibility for the implementation of Positive Behaviour for Learning (PBL) in the ACT and provision of universal training with a focus on inclusion and wellbeing. The Director works collaboratively with other teams and divisions to provide a service offer that is flexible and delivers training to schools at their point of need.

The position requires a person with a strong understanding of and commitment to inclusion and wellbeing, as well as experience with and a strong understanding of the PBL Framework.

Eligibility/Other Requirements: An understanding of the PBL framework is highly desirable.

Note: This is a temporary position available for 12 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.

How to Apply: Please submit a response to the criteria (maximum 4 pages), current resume and contact details for two referees. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessie Atkins 0423 079 443 jessie.atkins@act.gov.au

Business Services

People and Performance

People Safety and Conduct

Human Resource Officer - People Cases

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 02146)

Gazetted: 20 September 2021

Closing Date: 23 September 2021

Details: Are you super organised, have great communication skills, attention to detail and comfortable handling sensitive information? The People and Performance team are seeking a self-motivated Human Resource (HR) administrative professional to provide proactive administrative support to the People Cases team on complex conduct and reportable conduct matters.

Note: This is a temporary position available for a period of six months temporary with possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to provide a maximum one-page pitch outlining their Skills, Experience and Suitability based on the requirements of the role as set out in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Moriarty (02) 6205 8271 Megan.Moriarty@act.gov.au

Service Design and Delivery

Student Engagement

NSET

Director Targeted School Support

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 46014, several)

Gazetted: 16 September 2021

Closing Date: 30 September 2021

Details: The Director, working closely with the Senior Director, has responsibility supporting ACT public schools to manage risk associated with challenging and complex behaviours, including student attendance. The Director provides strategic leadership in the development and delivery of case coordination and school support services, covering either the north or south school network.

The position requires a person with exceptional leadership and management skills including expertise in policy development and advice to Government. Ideally, the successful candidate will have demonstrated experience leading diverse teams and excellent stakeholder engagement.

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

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

How to Apply: Please submit a response to the selection criteria (max four pages), a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Dempsey (02) 6207 1985 Lisa.Dempsey@ed.act.edu.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Aboriginal and Torres Strait Islander Education

Senior Program Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 40485)

Gazetted: 17 September 2021

Closing Date: 1 October 2021

Details: The position of Senior Program Officer holds a variety of responsibilities in supporting schools to meet the requirements of the Cultural Integrity in Canberra Public Schools policy, including operating several Aboriginal and Torres Strait Islander Education programs. This position is the key contact for Aboriginal and Torres Strait Islander Education Officers (IEO's) and their school-based supervisors.

Note: This is a temporary position available immediately for a period of 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: Please provide a response to the Selection Criteria (maximum four pages), current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Chapman (02) 6205 0156 patrick.chapman@act.gov.au

Environment, Planning and Sustainable Development

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

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

Executive Branch Manager, Development Assessment

Temporary Vacancy (ASAP to 30 April 2022, with the possibility of extension up to a maximum of nine months)

Environment, Planning and Sustainable Development Directorate

Statutory Planning

Position: E1072

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 21 September 2021

The Environment, Planning and Sustainable Development Directorate has a temporary vacancy to backfill the role of Executive Branch Manager, Development Assessment.

The Executive will provide leadership for the Development Assessment Section and also assist the Executive Group Manager in leading the wider Statutory Planning Division.

The Division provides high quality and value services across government and the community in the areas of development assessment; environmental impact assessment; lease variations, subdivision of land, other services associated with the administration of leases and licences and units plans; management of Deeds of Agreement; the Estate Development Plan process; and spatial data and land surveying services associated with the statutory functions of the Surveyor-General - including the Office of the Surveyor-General and Land Information.

The Development Assessment Section provides a wide range of services necessary to support most of the statutory decision-making functions of the independent planning and land authority. These services include customer support services and pre-application advisory services; assessment, referral, and decision-making for a wide range of development applications; post-decision processes; assisting the ACT Civil and Administrative Tribunal in its review of decisions; and supporting operational planning functions.

The position has a strong focus on maintaining integrity within the independent planning and land authority.

To apply: Interested candidates should submit an EOI that responds to the requirements of the role and how you will fulfil these (maximum 2 pages), a copy of a current curriculum vitae, two referees and confirmation of availability. Applications are to be sent to Erin Brady via email, erin.brady@act.gov.au by no later than COB Friday 24 September 2021.

Note: This is a temporary opportunity available for a maximum of nine months. Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$240,095 - \$249,378 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$185,671.

Contact Officer: Erin Brady (02) 6205 4522 erin.brady@act.gov.au

**Climate Change and Energy Division
Program Delivery
Government, Schools and Community
Assistant Director**

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 24279)

Gazetted: 22 September 2021

Closing Date: 6 October 2021

Details: Climate Change and Energy Division is seeking to employ an Energy Project Officer to implement and deliver the Social Cost of Carbon measure into government operations. The role will require you, among other duties, to engage closely with Directorates, coordinate the prioritisation studies, engage consultants and undertake monitoring and reporting of the resulting projects.

The Climate Change and Energy Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste and improve its management, improve information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

This is a unique opportunity to work on world leading, cutting edge innovations and contribute to policies and programs which are helping to solve the global climate emergency which requires urgent, significant, ongoing and unprecedented action. The role, provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.

We currently have a vacancies across the Division and this process will be used to create a merit list for both policy and programs officers positions within the Division and may be used to fill temporary and permanent positions in the Division over the next twelve months.

Eligibility/Other Requirements:

Preferable, Bachelor of Engineering (with specialisations) or similar

A current ACT or equivalent driver's licence may be required.

Weekend and after hours work may be required on occasion.

How to Apply: Applications are sought from potential candidates and should include:

Two-page pitch supporting statement addressing Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Roden (02) 6207 4789 Helen.Roden@act.gov.au

**Environment, Heritage and Water
Conservation and Water Policy and Planning
Water Policy**

Assistant Director, Water Metering and Compliance Policy

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 43111)

Gazetted: 22 September 2021

Closing Date: 13 October 2021

Details: The Water Policy Section is responsible for the development and coordinated implementation of ACT water policy and strategy. Our work is diverse, and we are involved in national and regional water policy and programs, including the National Water Initiative, Murray-Darling Basin Plan, the ACT Water Strategy, and policy matters under the *ACT Water Resource Act*.

We are seeking applications to fill a new role within the Section that will work in collaboration with the ACT Environmental Protection Authority on a range of activities related to water metering and compliance policy within the ACT. The successful applicant will be engaging with state and Commonwealth government agencies across the Murray Darling Basin on Basin water compliance issues.

We are looking for someone who is self-motivated, collaborative and can bring experience in applying best practice regulation and compliance. You must have good written and verbal communication skills and with a proven ability to work as part of a team and contribute to a positive team culture.

Note: This is a temporary position available immediately until 28 June 2024.

How to Apply: The Position Description provides detail about the role and responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed on the Position Description.

If you are interested in the position, please provide your current curriculum vitae and an application that directly address the Selection Criteria. The application (Claims against the Selection Criteria) should not exceed 750 words in total.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ryan Breen (02) 6207 8268 ryan.breen@act.gov.au

Communications, Engagement and Media

Director, Major Projects and Engagement

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 45301)

Gazetted: 22 September 2021

Closing Date: 29 September 2021

Details: The Environment, Planning and Sustainable Development (EPSD) Directorate is currently looking for a new Director to lead our Major Projects and Engagement team! Come and join a group of communications professionals to work collaboratively on a variety of Government projects and programs across the EPSD portfolio. We are currently working with community and industry stakeholders on the ACT Planning System Review and Reform Project, as well as engaging with the community and business on climate change and our natural environment to name a few. The diverse portfolio means no day is the same and you will gain a vast understanding of the work we do at EPSD to 'Shape Canberra's Future'. The successful applicant should be experienced in engagement and project management as well as possess the ability to lead a fast-paced team with competing priorities.

The Directorate includes policy and project functions for:

Planning and land authority

Climate change and emissions reduction

Environment, Water and Heritage - including the ACT Parks and Conservation Service

Development and Implementation

Place names

Building Policy and sustainable construction

Management of the leasehold system

And many more!

Eligibility/Other Requirements: Experience in leading a team and qualifications in engagement and communications more broadly are highly desirable for this position.

Notes: This is a temporary position available for a period of six months with the possibility of extension until 30 June 2022. Please note this position has been re-classified to a Senior Officer Grade B due to a recent team restructure and changes to the duties of the role. (nominally a Senior Officer Grade A). Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. (NB current working from home arrangements in response to COVID-19).

How to Apply: Please supply an Expression of Interest of no more than 2 pages along with contact details for two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Magee (02) 6207 2136 alexandra.magee@act.gov.au

Justice and Community Safety

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

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

ACT Emergency Services Agency

Commissioner's Office

Public Information and Engagement

Digital Communications Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 41463)

Gazetted: 22 September 2021

Closing Date: 6 October 2021

Details: The ACT Emergency Services Agency (ACTESA) Public Information and Engagement (PlandE) team is seeking expressions of interest for a Digital Communications Officer.

The Digital Communications Officer supports ACTESA in ensuring the Canberra community is well informed about emergencies that could impact on their safety, ACTESA programs, policies and services. PlandE aim to build community resilience through meaningful engagement and deliver meaningful opportunities for the community to inform decision making. We value ongoing learning and will support you to grow your career.

Working with PlandE, you will ensure the right information is provided to the right audience, at the right time. You will bring an audience-first lens to your work, informed by research, insights and evaluation:

work with stakeholders in partnership with a strong client service ethic

enjoy working in a fast-paced environment, be flexible and open to change

be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan

perform on-call and after hour duties as required.

WHAT YOU WILL DO

The Digital Communications Officer will be part of a small team responsible for managing the day-to-day delivery of the agency's digital channels and will work with officers from across the agency to develop, publish and improve content across channels and manage this with key stakeholders.

Under the direction of the Director, Content and Brand and working collaboratively with the PlandE team, the Digital Communications Officer will:

Utilise strong liaison and negotiation skills to act as a representative of the ACTESA, including the ACTAS, ACTFandR, ACTRFS and ACTSES to external and internal stakeholders.

Proactively identify positive news stories to promote the ACTESA and emergency services within the community.

Produce and publish digital content and help manage ACTESA's digital channels, including websites and intranets (including video content), in ways that always consider the audience first, and in accordance with ACT Government Publishing and Website standards. For example:

Write scripts and create storyboards for videos and radio

Pre-production, filming, photography and editing video content

Create social media and website content using Adobe or Canva software platforms

Write articles and stories for internal newsletters (Agency Dispatch)

Assist in the production of live-stream events, alerts and press conferences.

Conduct monitoring, analysis, evaluations and reporting on ACTESA's digital channels to drive best practice.

Provide advice and direction to stakeholders on structure for digital content based on best practice content design principals.

Support and participate in best practice communications and engagement response at the Public Information Coordination Centre (PICC) in times of a Territory emergency. Undertaking training in the Australasian Inter-Service Incident Management System (AIIMS) may be required.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Support and participate in the duty emergency media team to deliver advice to the community in times of emergency and crisis, including participating in 24-hour on call roster.

Maintain records in accordance with the *Territory Records Act 2002*.

Other duties as directed.

The Digital Communications Officer will need to be available for occasional weekend and after-hours work, with access to recovery leave.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you are an Aboriginal or Torres Strait Islander, if you require extra supports to engage in the workforce due to a disability, if you are a veteran, or identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

Eligibility/Other Requirements:

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Demonstrated experience in publishing high quality digital content and managing digital channels and platforms. Ability to liaise and negotiate effectively with a range of stakeholders to meet multiple deadlines amid competing priorities.

Demonstrated understanding of accessibility, usability and best practice content design and ability to create effective, easy to understand content that meets accessibility requirements.

Behavioural Capabilities

Demonstrated liaison and written and verbal communication skills and the ability to adapt these skills across a range of audiences and in a range of formats to meet client and stakeholder needs.

Demonstrated organisational skills including the ability to manage and meet multiple deadlines.

The ability to work effectively in a team, and also autonomously.

Understanding of, and demonstrated commitment to, the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives.

Compliance Requirements/Qualifications

Relevant tertiary qualifications and significant experience working professionally in the fields of digital communications is highly desirable. This position **does** require a driver's licence class C.

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

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the criteria found 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: Byron Little (02) 6207 6923 Byron.Little@act.gov.au

ACT Corrective Services

Community Corrections

Community Operations

Disability Liaison Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53329)

Gazetted: 21 September 2021

Closing Date: 8 October 2021

Details: A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections as a Disability Liaison Officer (ASO6).

The successful applicant will foster a shared approach to providing access to justice to people with disability, by supporting the development of a cross system community of practice that will identify and address systemic barriers that impact access to justice, or equitable access to services within the justice system, for people with disability.

The community of practice will support a cultural shift in justice agencies to identify and meet the needs of people with disability through coordination of training, resource adaption and engaging with service users.

In addition, you will support the progression of the Disability Justice Strategy, facilitate the upgrade of ACTCS materials into accessible resources and support offenders and accused persons to navigate complex systems.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of organisational skills and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

Eligibility/Other Requirements:

Demonstrated experience and/or willingness to work with offenders is essential.

A current driver's license is essential.

The successful candidate will be required to undergo a criminal record check.

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

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a

current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sasha Boer (02) 6207 9431 Sasha.Boer@act.gov.au

ACT Corrective Services

Offender Reintegration

Throughcare

Women's Pre-Release and Domestic Violence Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52493)

Gazetted: 20 September 2021

Closing Date: 7 October 2021

Details: A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, suitably qualified and experienced person to fill the position of Women's Pre-Release and Domestic Violence Coordinator (ASO6), within Offender Reintegration.

The successful applicant will deliver case management to pre-release female detainees in their transition from prison to community, through an individualised and holistic end to end sentence management process, working collaboratively and inclusively with all areas of government, community providers, detainees and their families to ensure services provided contribute meaningfully, to a reduction in recidivism.

In addition, you will be required to assist female detainees exiting the Alexander Maconochie Centre, with consideration given to the ACTCS Community Reintegration Pillars. You will also provide reintegration assistance, apply case management methods and demonstrate culturally sensitive practices in actively engaging Aboriginal and Torres Strait Islander detainees.

Further to this, you will work towards facilitating the process of moving women detainees who have experienced, or at risk of, domestic violence, towards reintegration into the community, with a focus on independent and/or safe living.

To be successful, you will demonstrate an understanding and working knowledge of the issues affecting female victims of domestic and family violence and the ability to work in a gender responsive framework, in addition to possessing excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

Eligibility/Other Requirements:

Tertiary qualifications in social work or other relevant discipline are highly desirable.

Extensive experience working with women in same/similar settings is highly desirable.

Thorough knowledge and understanding of the transitional factors affecting offenders and their families.

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

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

Notes: Previous applicants need not re-apply as their applications will be considered.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tamara Graham (02) 6207 5935 Tamara.Graham@act.gov.au

Office of the Legislative Assembly

Office of the Clerk

Education and Engagement Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 105)

Gazetted: 20 September 2021

Closing Date: 4 October 2021

Details: The Office of the Legislative Assembly is seeking an enthusiastic individual with a strong interest in parliamentary education and engagement to join our small team.

The Education and Engagement Officer is responsible for developing resources for our education and engagement programs, and participating in the development, delivery, and administration of programs for individuals and groups visiting the Assembly. This role requires graphic design skills and provides assistance and support to the Public Affairs Officer by developing and publishing content on the Assembly website, social media platforms and publications including the Office's annual report.

Note: This is a part-time permanent position available at 25 hours per week and the full-time salary noted above will be paid pro-rata.

How to Apply: Applicants must address the Selection Criteria which are contained in the Position Description and provide a current curriculum vitae with the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Cullen (02) 6205 3016 joanne.cullen@parliament.act.gov.au

Suburban Land Agency

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

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

Program Solutions

Sales and Client Services

Assistant Director, Commercial Services

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 11138)

Gazetted: 21 September 2021

Closing Date: 6 October 2021

The Suburban Land Agency (SLA) is responsible for delivering the ACT Government's suburban development program, including urban renewal in established town centres and suburbs. This comprises releases of residential, multi-unit, mixed-use, commercial, industrial and community land.

The SLA is seeking a motivated and experienced individual to fill the role of Assistant Director, Commercial Sales in the Sales and Client Services team. As an Assistant Director, you will be responsible for project managing a diverse variety of land sales to commercial buyers, under the limited supervision of the Director, Commercial Sales. You will form close working relationships with project delivery teams across the Agency and quickly develop a detailed understanding of the products we intend on selling. You will also be required to procure and manage external sales agents, solicitors and auctioneers and oversee commercial property auctions and complex Request for Tender (RFT) processes. You will also be required to track and report on sales activities and outcomes.

An important part of the role will be to provide detailed legal instructions to our appointed solicitors. You will work closely with the ACT Government Solicitor's Office and external firms of solicitors to manage the development of complex sales documentation. You will be required to review and interpret documentation prepared by our solicitors to ensure that they have understood your instructions and seek adjustments where necessary. You will be able to identify risks associated with our land sales, point out areas of concern and seek advice from our solicitors in order to develop solutions and risk management strategies.

You will need to have detailed knowledge of the ACT commercial real estate market, planning and development environment, and legal and policy requirements relating to government land sales. You will have exceptional organisational and problem-solving skills with a high degree of attention to detail. You will also require excellent interpersonal and communication skills, so that you may establish and foster strong working relationships with a range of internal and external stakeholders.

Eligibility/Other Requirements

The following skills and experience are highly desirable:

High-level skills in the use of IT applications relevant to the sales environment (such as sales databases, records management systems, Customer Relationship Management (CRM) systems and Microsoft Office applications)

Legal qualifications or experience, particularly in property and/or contract law

Real Estate qualifications or experience, particularly in managing high-value, complex commercial land sales

Planning qualifications or experience

Notes: This is a temporary position available for at least 12 months with the possibility of extension. Selection may be made by written application only.

This position will be working within a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the attached Position Description for details of the duties and responsibilities for this role. Applicants should submit:

A pitch of no more than three pages addressing the Professional/Technical Skills, Knowledge and Behavioural Capabilities outlined in the attached Position Description, detailing your relevant skills and experience and why you are the best person for the job.

A current curriculum vitae including details of your work history.

Contact details of at least two referees should be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Emerson (02) 6205 2243 mark.emerson@act.gov.au

Governance and Corporate Services

Workplace, Health, Safety and Wellbeing Advisor

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53325)

Gazetted: 17 September 2021

Closing Date: 1 October 2021

Details: Are you a motivated and positive team player who has sound technical and practical experience in Work Health and Safety (WHS) and Wellbeing? If so then we have created a new position with you in mind at the Suburban Land Agency (the Agency).

The WHS and Wellbeing Advisor is a key role for the Agency and reports to the Director, Work Health and Safety.

To succeed in this position you will need to be a responsive and strong communicator who can work collaboratively across the Agency and external key stakeholders to provide technical and practical advice. You will have the skills to design, develop and implement health, safety and wellbeing initiatives, policies and procedures in line with relevant legislation and Whole of Government frameworks. Your knowledge will be contemporary so bring along a growth mindset to this role as we want you to be focussed on continuous improvement.

As an individual you will be flexible in approach, understand problems and work to find solutions and have the skills to work in a small team where we all help each other out and prepared to learn new skills that may not always be within your field of expertise.

This position sits within The Governance and Corporate Services Branch (the Branch) which is responsible for supporting the Board, Human Resources (HR) functions, Work Health and Safety, corporate support, procurement, legal services and overall governance for the Agency including overseeing the day-to-day operations of the business.

We are a diverse, innovative and professional team of people 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 knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?". The Branch will provide the following:

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.

A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative 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.

Note: This is a permanent position. An order of merit may be established from this selection process.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cherie Brooks (02) 6207 0637 Cherie.Brooks@act.gov.au

Transport Canberra and City Services

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

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

City Services

ACT NoWaste

Strategic Coordination and Planning

Director – Planning, Engagement and Coordination

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 10985)

Gazetted: 22 September 2021

Closing Date: 15 October 2021

Details: Are you looking for interesting and fulfilling work in a unique public sector environment where you can see the impact you have on the Canberra community? If so, this is the job for you. In the role of Director - Planning, Engagement and Coordination you will have the opportunity to work with passionate, innovative and experienced people who encourage and support you to develop your interests and expertise.

As a senior leader within Transport Canberra and City Services (TCCS), this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives.

As Director of Planning, Engagement and Coordination you are a key member of a high-performing team delivering new, innovative and sustainable recycling and waste management solutions for the ACT community in accordance with Government priorities and strategic objectives. The team is responsible for managing the delivery of complex and multi-faceted projects involving both outsourced and inhouse delivery of services and infrastructure in accordance with ACT Government and Directorate governance frameworks.

You are responsible for planning and coordination for the recycling and waste management program, including engagement and collaboration with key stakeholder.

Transport Canberra and City Services (TCCS) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: To apply, please address the capabilities within the 'What you Require' section of the Position Description in a statement of four pages or less, 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: Anthony Haraldson (02) 6207 5345 anthony.haraldson@act.gov.au

Chief Operating Office

Legal and Contracts

Assistant Director Freedom of Information

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 43119)

Gazetted: 21 September 2021

Closing Date: 28 September 2021

Details: The Legal and Contracts Branch provides legal and other services to the Directorate. These services include the management, coordination and processing of information access requests under the *Freedom of Information Act 2016* and Open Access scheme implementation. As a senior leader within Transport Canberra and City Services, this role requires a person who can inspire, energise and positively influence team and individual outcomes. You will need to be a highly experienced Freedom of Information Manager with demonstrated ability

and experience to lead a busy FOI team. The successful candidate will have demonstrated experience in reviewing a wide range of complex government information, preparation of submissions for reviews, as well as having experience managing the relationship with Ombudsman's office. As the Assistant Director, Freedom of Information, you will have demonstrated experience in innovative management practices, including use of ICT systems and process streamlining. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. You will model commitment to continual learning, encourage on

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: Skills and knowledge in public asset management, maintenance and operations, including project management across different delivery methods and stakeholders

Note: An order of merit list will be established to fill future vacancies within the team either permanent or for higher duties over the next 12 months. This position works in a workplace designated for Activity Based Working (ABW). ABW is transformational in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Applications should include:

An up to date curriculum vitae,

The name and contact details of two referees and

A maximum two page pitch addressing the Selection Criteria

Applications should be submitted via the Apply Now button below.

Contact Officer: Elita Barrett (02) 6205 5427 Elita.Barrett@act.gov.au

Infrastructure Delivery and Waste

ACT NoWaste

Strategic Coordination and Planning

Asset Management Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 50036)

Gazetted: 21 September 2021

Closing Date: 5 October 2021

Details: As the Asset Management Officer you will work within a team that oversees the management of waste infrastructure assets, provides strategic advice, and technical support to successfully plan and deliver waste infrastructure projects.

Tasks that you enjoy at work will include building and maintaining strong relationships, assisting in general and complex procurement activities, producing clear written documents for a range of audiences, interpreting and applying best practice in the management of municipal assets and delivery of infrastructure works programs.

Eligibility/Other Requirements: Skills and knowledge in public asset management, maintenance and operations, including project management across different delivery methods and stakeholders.

Note: This is a temporary position available immediately up until 30 June 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: A written response to the Selection Criteria in four pages or less and a curriculum vitae. The Selection Criteria that you require for the written response can be found in the heading "What You Require" under skills/knowledge and behaviours in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clinton McAlister 0408752331 clinton.mcalister@act.gov.au

TCBS

Transport Canberra

Executive

Executive Assistant

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 22359)

Gazetted: 20 September 2021

Closing Date: 7 October 2021

Details: This Executive Assistant position works to the Executive Group Manager Transport Canberra and is responsible for providing high-quality executive support, including diary management, arranging and scheduling meetings and appointments, managing telephone calls, and actioning emails and enquiries promptly and efficiently. The Executive Assistant will also provide secretariat support for executive and senior management meetings as well as assisting in the coordination and processing of ministerial briefings and correspondence through Objective.

This is an integral position within Transport Canberra. The Executive Assistant is expected to have excellent written and oral communication skills as well as excellent customer service and organisational skills, the ability to work under pressure and liaise with staff at all levels of the Directorate and the Legislative Assembly. The role also requires discretion and professionalism to be exercised at all times.

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: 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 is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: Submit a curriculum vitae and pitch covering demonstrated experience in the following areas:

Extensive experience in prioritising, coordinating and managing support arrangements for the effective and efficient functioning of executive support services to an Executive.

Working in a fast-paced executive support area, including a sound knowledge of Objective.

Well-developed interpersonal and communication skills, both written and oral, and the demonstrated ability to work with people across different levels and contribute generally as a member of a small team.

Well-developed management, organisational and problem-solving skills with a demonstrated ability to be proactive, flexible and manage competing priorities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shonah Stratton (02) 6205 8479 Shonah.Stratton@act.gov.au

City Services

City Presentation

Place Management

Operations Manager (Greater Northern Region)

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 24455)

Gazetted: 16 September 2021

Closing Date: 7 October 2021

Details: Place Management is seeking a senior leader for its Field Operations business stream, responsible for overseeing operations in the Greater Northern region of Canberra.

Day to day activities of the role include: effective resource management and allocation (including leadership of a large team of operational staff) to deliver servicing outcomes (mowing, cleaning, horticultural); contributing to the plans to modernise services including annual works plan reviews and debriefing on servicing issues, researching options for service improvement with depot leaders and recommending solutions; project, procurement and contract management; providing advice on land and asset management issues and the solutions to resolve them; responding to public and ministerial enquiries; liaising with service providers, industry, government agencies and the community to progress preferred works; and conducting field investigations relating to urban open space management activities.

The role requires a person who can inspire, energise and positively influence team and individual outcomes. As the role is responsible for supervising, managing and motivating a team, we are seeking a leader with experience in providing appropriate support and guidance to deliver outcomes effectively. Effective employee engagement and strong communication skills will be highly valued.

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

Eligibility/Other Requirements

Relevant qualifications (such as Landscape Architecture, Agriculture, Natural Resource Management, Environmental Science, Horticulture or equivalent) are highly desirable.

Fully competent in the Microsoft Office suite (Word, Excel, Outlook, Powerpoint)

Permanent resident of Australia

Current manual drivers Licence

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. This position is located at 480 Northbourne Ave, the new government office block at Dickson designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested persons should apply with a written response to the individual Selection Criteria (Maximum of three pages total) and by attaching a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Marriage (02) 6207 6474 sue.marriage@act.gov.au

Worksafe ACT

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

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

WorkSafe ACT

Labour Hire Licensing and General

Regulatory Inspector 6 \$88,899 - \$101,743, Canberra (PN: 50316)

Gazetted: 17 September 2021

Closing Date: 24 September 2021

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have a temporary vacancy for a motivated and well organised professional to fill the role of Inspector within the Labour Hire Licensing and General Team. The Inspectors in this team play a key role ensuring the delivery of regulation of the *Labour Hire Licensing Act 2020 and Workers Compensation Act 1951*.

Notes: This is a temporary position available up to 30 June 2022 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the Criteria under "Ideal Candidate" as listed in the Position Description. Please also ensure you demonstrate your ability to meet the requirements as per the "Essential Requirements". Applicants should also provide a curriculum vitae and one referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Nixon (02) 6205 4710 david.nixon@worksafe.act.gov.au

WorkSafe ACT

Strategy and Occupational Hygiene

Director - Strategy and Occupational Hygiene

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53351)

Gazetted: 17 September 2021

Closing Date: 24 September 2021

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the

Work Health and Safety Act 2011 (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have a permanent vacancy for a motivated and highly organised professional to fill the role of Director within the Strategy and Occupational Hygiene team. The Strategy and Occupational Hygiene Team is responsible for the development, implementation and reporting of strategic priorities for WorkSafe ACT.

The Director in this team plays a key role in supporting the broader inspectorate to meet its deliverables in accordance with Strategic Priorities and will lead and manage a high performing team.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

Notes: An order of merit will be established and may be used to fill identical vacancies over the next 12 months.

Selection may be based on written application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under 'Ideal Candidate' as listed in the position description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackii Shepherd 0414 997 976 Jackii.Shepherd@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 4 \$74,237 - \$80,381

Isabelle O'Toole, Section 68(1), 20 September 2021

Senior Officer Grade A \$153,041

Bernadette Panek, Section 68(1), 13 September 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Zoe Pollock, Section 68(1), 17 September 2021

Canberra Health Services

Health Professional Level 2 \$68,809 - \$94,461

Jayden Bonk, Section 68(1), 20 September 2021

Health Professional Level 2 \$68,809 - \$94,461

Elizabeth Cheung, Section 68(1), 20 September 2021

Administrative Services Officer Class 5 \$82,506 - \$87,331

Kimberly Ferry, Section 68(1), 18 September 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Nathan Granger, Section 68(1), 20 September 2021

Registered Midwife Level 1 \$67,984 - \$90,814

Natasha Joyce, Section 68(1), 16 September 2021

Medical Physics Specialist \$109,599 - \$152,224

Kimberley Legge, Section 68(1), 20 September 2021

Health Service Officer Level 5 \$58,589 - \$61,498

Xyrus Maamo, Section 68(1), 17 September 2021

Health Professional Level 2 \$68,809 - \$94,461

Charles McKeith, Section 68(1), 16 September 2021

Registered Midwife Level 1 \$67,984 - \$90,814

Amy Scott, Section 68(1), 20 September 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Laura Smithers, Section 68(1), 20 September 2021

Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731)

Bojana Stefanoska, Section 68(1), 22 September 2021

Medical Imaging Level 4 \$123,074 (Up to 132,479 for positions designated in clause 20.1 of the EA)

Katrina Stevens, Section 68(1), 23 September 2021

Registered Midwife Level 1 \$67,984 - \$90,814

Tahlia Venables, Section 68(1), 20 September 2021

Health Professional Level 2 \$68,809 - \$94,461

Gemma Wall, Section 68(1), 19 September 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Kathryn Watson, Section 68(1), 20 September 2021

Chief Minister, Treasury and Economic Development

Information Technology Officer Class 2 \$88,899 - \$101,743

Jayden Ahadizad, Section 68(1), 22 September 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Yee Man Leung, Section 68(1), 20 September 2021

Community Services

Administrative Services Officer Class 6 \$88,899 - \$101,743

Krishyanthan Kandiah, Section 68(1), 16 September 2021

Education

Administrative Services Officer Class 2 \$59,016 - \$65,167

Nicholas Baldwin, Section 68(1), 22 September 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Ayesha Bhutta, Section 68(1), 22 September 2021

School Assistant 4 \$68,175 - \$73,820

Bernadette Mannion, Section 68(1), 22 September 2021

School Assistant 2 \$50,184 - \$55,413

Nada Mandic, Section 68(1), 22 September 2021

Environment, Planning and Sustainable Development

Park Ranger 1 \$66,867 - \$71,963

Sally Hatton, Section 68(1), 6 September 2021

Justice and Community Safety

Ambulance Support Officer 1 \$61,197 - \$65,034

Michaela Anderson, Section 68(1), 20 September 2021

Ambulance Support Officer 1 \$61,197 - \$65,034

Stephen Bratby, Section 68(1), 20 September 2021

Ambulance Support Officer 1 \$61,197 - \$65,034

Vanessa Chivas, Section 68(1), 20 September 2021

Ambulance Support Officer 1 \$61,197 - \$65,034

Bethany Farrell, Section 68(1), 20 September 2021

Ambulance Support Officer 1 \$61,197 - \$65,034

Tiffani King, Section 68(1), 20 September 2021

Ambulance Support Officer 1 \$61,197 - \$65,034

Connor Lore, Section 68(1), 20 September 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Hannah Scollard, Section 68(1), 20 September 2021

Ambulance Support Officer 1 \$61,197 - \$65,034

Melissa Sheldrick, Section 68(1), 20 September 2021

Transport Canberra and City Services

Administrative Services Officer Class 6 \$88,899 - \$101,743

Jack Fahy, Section 68(1), 23 September 2021

Worksafe ACT

Administrative Services Officer Class 5 \$82,506 - \$87,331

Emily Egan, Section 68(1), 22 September 2021

Senior Officer Grade C \$111,887 - \$120,436

Jonathan Heard, Section 68(1), 21 September 2021

TRANSFERS

Canberra Health Services

Karli Axelby

From: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services

To: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 22423) (Gazetted 15 July 2021)

Joanne Barron

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Canberra Health Services

To: Administrative Services Officer Class 3 \$66,867 - \$71,963

Canberra Health Services, Canberra (PN. 41244) (Gazetted 17 August 2021)

Teri Bickley

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services, Canberra (PN. 12550) (Gazetted 15 June 2021)

Lee-Anne Bowen

From: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services

To: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 22423) (Gazetted 1 July 2021)

Matthew Ferriman

From: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 30456) (Gazetted 20 July 2021)

Danielle Harding

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services, Canberra (PN. 27074) (Gazetted 15 June 2021)

Faye Honeybone

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 48124) (Gazetted 23 July 2021)

Katherine Smith

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services, Canberra (PN. 39586) (Gazetted 1 June 2021)

Nicola Walker

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 46589) (Gazetted 26 May 2021)

Community Services

Swarupa Lathi

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743
Community Services, Canberra (PN. 39375) (Gazetted 19 July 2021)

Environment, Planning and Sustainable Development

Guillaume Clacy

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Environment, Planning and Sustainable Development, Canberra (PN. 41926) (Gazetted 28 June 2021)

Miranda Gardner

From: Senior Officer Grade C \$111,887 - \$120,436

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$111,887 - \$120,436

Environment, Planning and Sustainable Development, Canberra (PN. 14003) (Gazetted 31 August 2020)

Transport Canberra and City Services

Stuart McIntyre

From: Administrative Services Officer Class 3 \$66,867

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 3 \$66,867 - \$71,963

Transport Canberra and City Services, Canberra (PN. 44417) (Gazetted 19 May 2021)

Karen Munday

From: Administrative Services Officer Class 4 80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$74,237 - \$80,381

Transport Canberra and City Services, Canberra (PN. 45560) (Gazetted 8 July 2021)

PROMOTIONS

ACT Health

Digital Solutions Division

Technology Operations

Support, Architecture and Software Hub

Tyson Pitt

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

ACT Health

To: Information Technology Officer Class 2 \$88,899 - \$101,743

ACT Health, Canberra (PN. 52720) (Gazetted 23 July 2021)

Digital Solutions Division

Technology Operations

Support, Architecture and Software Hub

Margaret Walsh

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

ACT Health

To: Information Technology Officer Class 2 \$88,899 - \$101,743

ACT Health, Canberra (PN. 52720) (Gazetted 23 July 2021)

Canberra Health Services

Margot Green

From: Health Professional Level 4 \$111,887 - \$120,436

Canberra Health Services

To: †Senior Officer Grade A \$153,041

Canberra Health Services, Canberra (PN. 52388) (Gazetted 26 July 2021)

Patrice Higgins

From: Health Professional Level 4 \$111,887 - \$120,436

Canberra Health Services

To: †Health Professional Level 5 \$131,773 - \$148,344

Canberra Health Services, Canberra (PN. 20880) (Gazetted 13 August 2021)

Jade Hourigan

From: Health Professional Level 2 \$68,809 - \$94,461

Canberra Health Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 26298) (Gazetted 5 February 2021)

Canberra Health Services

Mary Humphrey

From: Medical Imaging Level 3 \$106,897 - \$112,636 (up to \$118,222 on achieving a personal upgrade)

Canberra Health Services

To: †Medical Imaging Level 4 \$123,074 (Up to 132,479 for positions designated in clause 20.1 of the EA)

Canberra Health Services, Canberra (PN. 28556) (Gazetted 26 August 2021)

Natalija Milanovic

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Canberra Health Services

To: Administrative Services Officer Class 4 \$74,237 - \$80,381

Canberra Health Services, Canberra (PN. 25907) (Gazetted 5 July 2021)

Jake Neddrie

From: Health Service Officer Level 3/4 \$53,886 - \$57,766

Canberra Health Services

To: Health Service Officer Level 5 \$58,589 - \$61,498

Canberra Health Services, Canberra (PN. 54089) (Gazetted 20 August 2021)

Gary Smith

From: Administrative Services Officer Class 2/3 \$59,016 - \$71,963

Canberra Health Services

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Canberra Health Services, Canberra (PN. 33546) (Gazetted 23 August 2021)

Melat Tekleslassie

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 48041)

Kevin Weeks

From: Health Professional Level 2 \$68,809 - \$94,461

Canberra Health Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 53328) (Gazetted 5 January 2021)

Chief Minister, Treasury and Economic Development

Shared Services

Commercial Services and Infrastructure

Payroll Services

Shaun Ashcroft

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 09395) (Gazetted 7 June 2021)

Shared Services

Commercial Services and Infrastructure

Payroll Services

Catherine Brennan

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 09391) (Gazetted 7 June 2021)

Shared Services

Commercial Services and Infrastructure

Payroll Services

Jasmine-Lee Carne

From: Administrative Services Officer Class 4 \$ 74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 09393) (Gazetted 7 June 2021)

Shared Services

Commercial Services and Infrastructure

Payroll Services

Shayama Chand

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 09423) (Gazetted 7 June 2021)

Customer Engagement Services Branch

Kelly Chesterfield

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 46517) (Gazetted 18 June 2021)

Commercial Services and Infrastructure Group

Shared Services

Payroll Services

Melissa Dowling

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 09367) (Gazetted 29 June 2021)

Policy and Cabinet

Economic and Regional Policy

Better Regulation Taskforce

Bryony Dyer

From: Senior Officer Grade C \$111,887 - \$120,436

Transport Canberra and City Services

To: †Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development, Canberra (PN. 45610) (Gazetted 5 August 2021)

Economic Development

Events ACT

Melanie Eldred

From: Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development, Canberra (PN. 28819) (Gazetted 13 July 2021)

Data, Digital and Technology Services

Customer Engagement Services

Digital Services

Sebastien Fox

From: Information Technology Officer Class 1 \$71,963 - \$81,917

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 23213) (Gazetted 4 March 2021)

Shared Services

Commercial Services and Infrastructure

Payroll Services

Poojadeep Ghotra

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 53387) (Gazetted 7 June 2021)

Shared Services

Commercial Services and Infrastructure

Payroll Services

Peter Grame

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 53389) (Gazetted 7 June 2021)

Shared Services

Commercial Services and Infrastructure

Payroll Services

Tegan Keppell

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 53390) (Gazetted 7 June 2021)

Shared Services

Commercial Services and Infrastructure

Payroll Services

Marcial Munoz

From: Administrative Services Officer Class 4 \$74,237 - \$80,381
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$82,506 - \$87,331
Chief Minister, Treasury and Economic Development, Canberra (PN. 53388) (Gazetted 7 June 2021)

Shared Services ICT

TSD

ICT Security

Alicia Rosser

From: Information Technology Officer Class 1 \$71,963 - \$81,917
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 2 \$88,899 - \$101,743
Chief Minister, Treasury and Economic Development, Canberra (PN. 15989) (Gazetted 10 November 2020)

Commercial Services and Infrastructure Group

Shared Services

Payroll Services

Scott Stokes

From: Administrative Services Officer Class 5 \$82,506 - \$87,331
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$88,899 - \$101,743
Chief Minister, Treasury and Economic Development, Canberra (PN. 09363) (Gazetted 29 June 2021)

Shared Services

Commercial Services and Infrastructure

Payroll Services

Leena Tonkin

From: Administrative Services Officer Class 4 \$74,237 - \$80,381
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$82,506 - \$87,331
Chief Minister, Treasury and Economic Development, Canberra (PN. 09397) (Gazetted 7 June 2021)

Technology Services Branch

ICT Security

Keith Waterman

From: Information Technology Officer Class 2 \$88,899 - \$101,743
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade C \$111,887 - \$120,436
Chief Minister, Treasury and Economic Development, Canberra (PN. 48495) (Gazetted 20 July 2021)

Treasury

Shared Services

Finance Services/Finance Operations

Michael Woodman

From: Administrative Services Officer Class 4 \$74,237 - \$80,381
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$82,506 - \$87,331
Chief Minister, Treasury and Economic Development, Canberra (PN. 07493) (Gazetted 5 August 2021)

Community Services

Children Youth and Families

Child and Youth Protection Services

Hannah Bowler

From: Child and Youth Protection Professional Level 3 \$103,735 - \$109,018 (up to \$114,160 on achieving a personal upgrade)
Community Services

To: †Child and Youth Protection Professional Level 4 \$118,626 - \$127,282
Community Services, Canberra (PN. 07521) (Gazetted 16 June 2021)

Education

Business Services

Infrastructure Capital Works

Capital Upgrades

Utthavaro Douk

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Education

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Education, Canberra (PN. 36650) (Gazetted 9 July 2021)

School Performance and Improvement

North and Gungahlin Network

Throsby School

Janine Lancaster

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Education

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Education, Canberra (PN. 52635) (Gazetted 21 July 2021)

Service Design and Delivery

Student Engagement

Various

Grace Marshall

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Community Services

To: Administrative Services Officer Class 4 \$74,237 - \$80,381

Education, Canberra (PN. 44370) (Gazetted 4 August 2021)

School Operations

North and Gungahlin Network

Neville Bonner Primary School

Haeley Simms

From: \$130,338

Education

To: †School Leader B \$151,757

Education, Canberra (PN. 30939) (Gazetted 4 June 2021)

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.

Rebecca Swiridziuk

From: School Assistant 2 \$50,184 - \$55,413

Education

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Education, Canberra (PN. 00562) (Gazetted 27 July 2021)

Melrose High School

Samantha Tarlinton

From: School Assistant 3 \$56,858 - \$61,194

Education

To: School Assistant 4 \$68,175 - \$73,820

Education, Canberra (PN. 53397) (Gazetted 3 August 2021)

Environment, Planning and Sustainable Development

Climate Change and Sustainability

Program Delivery

Government, Schools and Community

Angela Caird

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Environment, Planning and Sustainable Development, Canberra (PN. 38692) (Gazetted 22 September 2020)

Bradley Mapiva

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Community Services

To: Administrative Officer - Professional Services \$82,506 - \$87,331

Environment, Planning and Sustainable Development, Canberra (PN. 52331) (Gazetted 23 July 2021)

Justice and Community Safety

ACT Corrective Services

Operational Support Services

Organisational Capability Unit

Nathan Henry

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety

To: †Senior Officer Grade C \$111,887 - \$120,436

Justice and Community Safety, Canberra (PN. 35267) (Gazetted 19 July 2021)

Restorative Justice Unit

Amanda O'Neill

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety

To: †Senior Officer Grade C \$111,887 - \$120,436

Justice and Community Safety, Canberra (PN. 35916) (Gazetted 11 August 2021)

ACT Corrective Services

Community Operations

Community Operations

Jack Powsey

From: Senior Officer Grade B \$131,773 - \$148,344

Justice and Community Safety

To: †Senior Officer Grade A \$153,041

Justice and Community Safety, Canberra (PN. 39826) (Gazetted 14 July 2021)

Transport Canberra and City Services

City Services

City Presentation

Licensing and Compliance

Darren Hughes

From: General Service Officer Level 5/6 \$58,133 - \$63,979

Transport Canberra and City Services

To: †Administrative Services Officer Class 3 \$66,867 - \$71,963

Transport Canberra and City Services, Canberra (PN. 44416) (Gazetted 19 May 2021)

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.

Worksafe ACT

WorkSafe ACT

Corporate and HR

Jessica O'Connor

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Worksafe ACT

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Worksafe ACT, Canberra (PN. 52691) (Gazetted 24 August 2021)

CORRIGENDA

ACT Audit Office

Snehal Silla AGS: 87219450 notified in Gazette 16/09/2021

Correct salary is \$88,899 - \$101,743