



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 14 April 2022**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

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

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

#### **Health System, Policy and Research**

#### **Public Health Protection and Regulation**

#### **Health Protection Service**

#### **Senior Director, Case Management and Outbreak Planning**

#### **Senior Officer Grade A \$155,107, Canberra (PN: 50101)**

Gazetted: 20 April 2022

Closing Date: 4 May 2022

The COVID-19 Response Branch is looking for a highly motivated and skilled senior leader to join the team. As a Senior Director you will be responsible for leading a team within the COVID-19 Response Branch. This role is expected to provide leadership to COVID-19 Directors and teams, communicate professionally, and work with flexibility, efficiency, and diplomacy.

The successful applicant will be required to collaborate with a wide range of government stakeholders to ensure effective provision of advice. Highly developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be critical to success.

#### **Eligibility/Other Requirements:**

1. Relevant Tertiary qualifications in health, emergency management or a related discipline is preferred.
2. Undergo a pre-employment National Police Check.
3. A current passenger vehicle driver's licence.
4. A current working with vulnerable person's card.

**Note:** this is a temporary position available for six months with the possibility of extension up to 12 months.

**How to apply:** In two pages or less tell us why you want the role and outline your demonstrated experience as they apply to the Position Description, with a particular focus on the Skills and Knowledge and Behavioural Capabilities section. You should also submit your curriculum vitae and the contact details of two referees who have 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.**

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

Contact Officer: Laura McNeill (02) 5124 9605 [laura.mcneill@act.gov.au](mailto:laura.mcneill@act.gov.au)

#### **Digital Solutions Division**

#### **Technology Operations**

#### **Clinical and Administrative Systems Hub, various**

#### **Senior Systems Support Officer**

#### **Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 46195, several)**

Gazetted: 20 April 2022

Closing Date: 4 May 2022

Details: The Digital Solutions Division within ACT Health is looking to hire several suitably qualified and energetic individuals as Systems Support Officers in the Technology Operations Branch. The Systems Support Officer will be responsible for the operational support of assigned system/s and infrastructure used by ACT Health, Canberra

Health Services and Calvary Public Hospital Bruce, including providing technical support services to ACT Health project teams and undertaking technical or other project tasks.

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be reassessed.

**Note:** There are several temporary positions available immediately for 12 months with a 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 written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grant Clark(02) 5124 9028 [grant.clark@act.gov.au](mailto:grant.clark@act.gov.au)

## **Population Health**

### **Health Protection Service**

#### **Public Health Regulation and Projects**

##### **Assistant Director**

##### **Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 23945)**

Gazetted: 19 April 2022

Closing Date: 3 May 2022

The Public Health Regulation and Projects (PHRaP) section of the Health Protection Service is seeking a Senior Policy Officer to contribute to the development, implementation and evaluation of public health policy and regulation. The ideal candidate will have well-developed communication skills, analytical skills, an understanding of harm reduction principles and public health issues. Desirable skills include experience in policy development, experience in drafting Government correspondence, and/or a demonstrated ability to liaise effectively with a range of internal and external stakeholders.

**Eligibility/Other Requirements:** Tertiary qualifications (or equivalent) in Public Health, Science and/or Health related field. Previous experience in public health policy or regulatory policy are highly desirable.

**Note:** This is a temporary position available from 6 June 2022 for a period of nine months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. **How to apply:** Please submit your curriculum vitae and a maximum two-page application providing examples demonstrating your suitability against the Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Applications should be submitted via the 'Apply Now' button below.

Contact Officer: Adam Duffy (02) 5124 9117 [adam.duffy@act.gov.au](mailto:adam.duffy@act.gov.au)

## **Digital Solutions Division**

### **Office of the Chief Information Officer**

#### **Office of the Chief Information Officer**

##### **Director, Client Service**

##### **Senior Information Technology Officer Grade B \$133,552 - \$150,347, Canberra (PN: 52728)**

Gazetted: 14 April 2022

Closing Date: 3 May 2022

Are you a strong leader who has extensive experience in developing services catalogues, service level agreements and client reporting? Do you enjoy resolving issues and problems through proactive engagement?

The Office of the Chief Information Officer is seeking a highly motivated and enthusiastic leader to fill the role of Director, Client Services. The successful applicant will be responsible for leading the engagement and client service culture within the Digital Solutions Division to support the diverse range of clients supported by the division across the ACT public health system.

It is critical that the successful applicant can put pen to paper, producing high quality outcomes and juggle multiple tasks in a high paced environment.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated. This role requires you to hold and maintain a current unrestricted driver's licence.

In addition, the Director, Client Service role is a public-facing role and the occupant is required to wear an ACT Health uniform when undertaking their duties.

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

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

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

Contact Officer: Silvija Stefanovic (02) 5124 9884 silvija.stefanovic@act.gov.au

## Population Health

### Communicable Disease Control

#### Director Disease Surveillance

**Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 27166)**

Gazetted: 14 April 2022

Closing Date: 28 April 2022

**Details:** The Health Protection Service Communicable Disease Control Section (CDC) is seeking Expressions of Interest to temporarily fill the position of Director Disease Surveillance.

This position is responsible for managing the ACT CDC Surveillance Unit. Responsibilities include management of Surveillance Unit staff and financial resources associated with the delivery of Unit functions, responding to media and briefing requests on communicable disease surveillance issues, implementation of the communicable disease surveillance program, and overseeing responses to communicable disease outbreaks.

This position will also be responsible for collaborating with the COVID 19 Response Division for future integration of COVID 19 surveillance into CDC business as usual functions.

Applicants require experience in line management, including human resource processes, systems and performance planning. Practical experience in epidemiology, knowledge of current public health guidelines on communicable disease control, and strong written and oral communication skills are essential. Excellent interpersonal and negotiation skills and the ability to work successfully in a multidisciplinary team environment are also required.

**Eligibility/Other Requirements:** A degree in public health or related discipline or other qualifications and relevant experience.

**Notes:** This is a temporary position available from 30 June 2022 for a period of 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a written response to the Selection Criteria in no more than four pages, name and contact details of two professional referees and curriculum vitae.

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

Contact Officer: Alison Kingsbury (02) 51249255 Alison.Kingsbury@act.gov.au

## Health Systems, Policy and Research

### Office of the Chief Medical Officer

#### Quality and Safety Unit

#### Assistant Director, Clinical System Governance

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57235)**

Gazetted: 14 April 2022

Closing Date: 4 May 2022

An exciting opportunity has become available for a person with experience in conceptualising and implementing jurisdiction-wide effective clinical system governance arrangements.

In addition to a specific focus on supporting implementation of clinical system governance, you will have the opportunity to be involved in quality and performance improvement initiatives, review and evaluation from a quality and safety perspective and wider clinical policy matters within the Office of the Chief Medical Officer.

You will be part of a team with specific expertise in clinical system governance and quality improvement. You will add value to this team by bringing a strong knowledge base and technical expertise in clinical quality improvement and clinical system governance. It is expected that you will have a good understanding of national and local health quality improvement and patient safety agenda, including quality improvement tools, methods, and their application.

Our internal team structure is flat and decentralised. You must feel comfortable working within such a structure. Innovation and new conceptual thinking are well regarded and encouraged.

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

**Eligibility/Other Requirements:** The successful candidate will be required to undergo a pre-employment National Police Check. Proven ability to manage and implement clinical system governance arrangements and good knowledge base and technical expertise in clinical quality improvement.

**Notes:** This is a temporary position available immediately for three months with the possibility of extension and/or permanency. A merit pool may be established from this selection process and may be used to fill future vacancies within the unit over the next 12 months. This position is at Senior Officer Grade C or the equivalent Medical, Nursing, Allied Health classification.

**How to Apply:** Please carefully review 'Expectations' and 'Selection Criteria' in the Position Description and submit your curriculum vitae (cv). In your cv we will be specifically looking for the depth of your skills, knowledge, expertise, and experience to be able to meet the team's expectations.

If you are interested in this position, we are confident that your credentials (as outlined in your cv) will say it all, however, if you feel that further explanation is needed to emphasise to us why you have an extraordinary role-fit with this position and not inviting you to join our team would be a huge loss for us, we would be immensely grateful.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dinesh Arya (02) 5124 9320 [Dinesh.Arya@act.gov.au](mailto:Dinesh.Arya@act.gov.au)

## **Health Systems, Policy and Research**

### **Office of the Chief Medical Officer**

#### **Quality and Safety Unit**

#### **Director, Clinical System Governance**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 57237)**

Gazetted: 14 April 2022

Closing Date: 4 May 2022

An exciting opportunity has become available for a person with experience in conceptualising and implementing jurisdiction-wide effective clinical system governance arrangements.

In addition to specific focus on supporting implementation of clinical system governance you will have the opportunity to be involved in quality and performance improvement initiatives, review and evaluation from a quality and safety perspective and wider clinical policy matters within the Office of the Chief Medical Officer. Your strong knowledge base and technical expertise in clinical quality improvement and the implementation of clinical governance frameworks, and through understanding of national and local health quality improvement and patient safety agenda, including quality improvement tools, methods and their application will stand you in good stead for this role.

Our internal team structure is flat and decentralised. You must feel comfortable working within such a structure. Innovation and new conceptual thinking are well regarded and encouraged.

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

**Eligibility/Other Requirements:** Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check. Proven high-level ability to manage and implement clinical system governance arrangements, strong knowledge base and technical expertise in clinical quality improvement.

**Notes:** This is a temporary position available for three months with the possibility of extension and/or permanency. A merit pool may be established from this selection process and may be used to fill future vacancies within the unit over the next 12 months. This position is at Senior Officer Grade B or the equivalent Medical, Nursing, Allied Health classification.

How to Apply: Please carefully review 'Expectations' and 'Selection Criteria' in the Position Description and submit your curriculum vitae (cv). In your cv we will be specifically looking for the depth of your skills, knowledge, expertise, and experience to be able to meet the team's expectations.

If you are interested in this position, we are confident that your credentials (as outlined in your cv) will say it all, however, if you feel that further explanation is needed to emphasise to us why you have an extraordinary role-fit with this position and not inviting you to join our team would be a huge loss for us, we would be immensely grateful.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dinesh Arya (02) 5124 9320 [Dinesh.Arya@act.gov.au](mailto:Dinesh.Arya@act.gov.au)

### **Health System Policy and Research**

### **Health System Planning and Evaluation**

### **Branch Operations / Ngunnawal Bush Healing Farm**

### **Assistant Director, Ngunnawal Bush Healing Farm**

### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 38945)**

Gazetted: 19 April 2022

Closing Date: 3 May 2022

Details: The ACT Health Directorate is seeking an experienced and motivated operations manager to lead the day-to-day operations of the Ngunnawal Bush Healing Farm (NBHF).

The NBHF is a cultural healing facility that provides day therapy programs to Aboriginal and Torres Strait Islander peoples affected by unhealthy alcohol and other drug use. The Assistant Director leads a dedicated team who deliver the program and ensure that participants are supported to participate. The Assistant Director is expected to manage all the day-to-day issues that crop up in such an environment and to ensure that everyone and everything at the farm are safe and secure.

If you are passionate about delivering a practical service that makes a real difference in the lives of Aboriginal and Torres Strait Islander peoples in our region, we would love to hear from you.

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

Eligibility/Other Requirements: This is a designated position in accordance with s42, *Discrimination Act 1991*, and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

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

Note: This is a temporary position available from 01 May 2022 until 31 October 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply:

Please submit the following:

a two-page pitch (12 pt font, please) that explains your ability to perform the role

a current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Your pitch should:

show that you have the capabilities in the "What you Require" section of the Position Description

demonstrate your capacity to perform the duties and responsibilities detailed in the "What You Will Do" section of the Position Description, especially examples of how you have done this in the past

tell the selection panel how your abilities and experience make you the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lefan Jard (02) 6237 6700 or [lefan.jard@act.gov.au](mailto:lefan.jard@act.gov.au)

### **Calvary Public Hospital Bruce**

### **Calvary Public Hospital Bruce**

### **Emergency Department**

**Senior Staff Specialist**

**Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (Various)**

Gazette Date: 19 April 2022

Closing Date: 11 May 2022

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

Reference Number: 18387

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

Contact Officer: Dr John Gardiner (02) 6201 6777 [john.gardiner@calvary-act.com.au](mailto:john.gardiner@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Medical Imaging Department**

**Radiographer**

**Medical Imaging Level 2 \$69,738 - \$95,736, Canberra (Various)**

Gazette Date: 19 April 2022

Closing Date: 27 April 2022

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

Reference Number: 18644

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

Contact Officer: Shannon Crick (02) 6201 6951 [shannon.crick@calvary-act.com.au](mailto:shannon.crick@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Critical Care**

**Senior Resident**

**Resident Medical Officer/Senior Resident Medical Officer \$97,350, Canberra (Various)**

Gazette Date: 19 April 2022

Closing Date: 11 May 2022

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

Reference Number: 18458

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

Contact Officer: Dr Andrew Habig [andrew.habig@calvary-act.com.au](mailto:andrew.habig@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Emergency Department**

**Registrar**

**Registrar 1-4 \$111,413 - \$139,205, Canberra (LP6621)**

Gazette Date: 19 April 2022

Closing Date: 17 May 2022

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

Reference Number: 18456

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

Contact Officer: Dr Mechelle Smith [mechelle.smith@calvary-act.com.au](mailto:mechelle.smith@calvary-act.com.au)

**Canberra Health Services**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

**Executive Branch Manager, Facilities Director**

**Temporary Vacancy (3 months)**

**Canberra Health Services**

**Infrastructure and Health Support Services**



**Position: E1214****(Remuneration equivalent to Executive Level 1.4)**

Circulated date: 14 April 2022

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Canberra Health Services is seeking a suitably skilled Facilities Director to provide backfill for a period of three months.

The Facilities Director reports to the Executive Group Manager, Infrastructure and Health Support Services (IHSS) and is responsible for facility and strategic asset management across the portfolio of Canberra Health Services properties and all assets required to support CHS operations such that timely and safe care can be provided to the community.

The role will ensure that maintenance and strategic asset management of Canberra Health Services properties and equipment are aligned to CHS's strategic objectives and will lead and promote a positive team culture of collaboration and continuous improvement within the IHSS Group and the wider CHS organisation.

The position requires a thorough understanding of facilities and asset management, people management and capital asset project delivery within the private and public sector.

CHS is seeking a critical thinker, with knowledge of key policy, financial and political drivers and the capacity to positively challenge requests, as appropriate, providing appropriate alternate strategic decisions or options within legislative, government and Directorate frameworks, standards and guidelines.

To apply: Applicants should provide a copy of a curriculum vitae, two written referee reports and address the executive capabilities in a pitch of no more than two pages to Chris Tarbuck via email, [chris.tarbuck@act.gov.au](mailto:chris.tarbuck@act.gov.au) by COB 26 April 2022.

Further questions should be referred to the contact officer.

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 \$258,398 - \$269,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

Contact Officer: Chris Tarbuck 0466 478 145 [chris.tarbuck@act.gov.au](mailto:chris.tarbuck@act.gov.au)

**Finance and Business Intelligence****Health Information Services****Scanning Officer****Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 25139 - 021YS)**

Gazetted: 19 April 2022

Closing Date: 26 April 2022

**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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

**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 Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.



**ABOUT YOU**

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

**Behavioural Capabilities**

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

**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.

**Note:** This is an evening/weekend shift position that works Saturday to Wednesday. Saturday and Sunday shifts are from 8:30am – 4:51pm and Monday, Tuesday and Wednesday shifts are from 3:00pm to 10:51pm. Health Information Services is operational seven days per week - 7:00am to 10:51pm Mon-Fri, 830am-4:51pm Saturday/Sunday/Public Holidays. The successful applicant will need to be available for after-hours work, and weekend/Public Holiday work.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

Contact Officer: Jade Ngata (02) 5124 3663 [Jade.Ngata@act.gov.au](mailto:Jade.Ngata@act.gov.au)

**Mental Health, Justice Health, Alcohol and Drug Services****Director of Nursing****Assistant Director of Nursing – Clinical Support**

**Registered Nurse Level 4.1 \$129,103, Canberra (PN: 10736 - 0228T)**

Gazetted: 20 April 2022

Closing Date: 10 May 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

**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 Director of Nursing (DON), Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is operationally responsible for the Adult Mental Health Inpatient units. Additionally, the DON provides professional leadership in the areas of nursing standards, nursing practice and practice development, policy, procedures, models of care development, health infrastructure projects, training, and development as well as undergraduate/graduate nurse education and professional supervision across the Division.

The DON works in close collaboration with the Director of Allied Health, Operational Directors, and Clinical Directors to ensure that nursing standards and work practices support the delivery of safe, high-quality person centred, recovery focussed nursing care in the areas of:

- Clinical Practice
- Nursing Leadership
- Partnerships and working collaboratively
- Responsive and Sustainable Workforce
- Education, Training and Research
- Professional Standards and a

- Positive Work Culture

## 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

Proven highly developed and effective written and verbal communication skills and an ability to work with diverse range of teams and external parties in a collaborative, influential and flexible manner

Demonstrated ability to develop to high standard policy and procedures, evaluate research and promote work practice change based on best available evidence principles

Ability to respond to and prioritise competing and often urgent requests with efficiency while maintaining high work standards and accuracy.

## Position Requirements/Qualifications:

- Relevant tertiary qualifications and a minimum of 4 years post graduate experience working professionally within nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Demonstrated senior nursing experience with a minimum 12-month leadership/management experience
- Post graduate qualifications related to the nursing work undertaken by the Mental Health, Justice Health and Alcohol and Drug Services Division.
- The successful applicant will need to be available for occasional after-hours work.
- Current driver's licence
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Sonny Ward 0417 478 832 sonny.ward@act.gov.au

**Cancer and Ambulatory Support****Walk-in Centres (WiC)****Walk-in Centre Administration Officer****Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 29439 - 0225Q)**

Gazetted: 14 April 2022

Closing Date: 28 April 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

## 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/> Cancer and Ambulatory support (CAS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary care across a range of settings. This includes the Canberra Region Cancer Centre, Central Outpatients, Community Health Intake, and the Walk-in Centres.

The Walk in Centre's (WiC) are a primary health service with Advanced Practice Nurses (APN) and Nurse Practitioners (NP) who provide episodic care for minor injury and illness to the ACT community and surrounds.

Administration Officers provide support to the nursing team.

#### ABOUT YOU

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

#### Behavioural Capabilities

- Excellent customer service skills
- Ability to adapt to a fast-paced environment
- Ability to contribute to a positive workplace culture in a team environment

#### Position Requirements/Qualifications:

Relevant experience in an administrative or customer service-based environment would be an advantage but is not a requirement.

- The successful applicant will need the ability to work across all ACT Walk-in Centres as directed and be available for weekend and after-hours work at multiple locations.
- 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.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Cath Samara-W 0481 097 654 Catherine.Samara-W@act.gov.au

#### Allied Health

#### Acute Support

#### Speech Pathologist

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 26061, several - 021XS)**

Gazetted: 14 April 2022

Closing Date: 3 May 2022

**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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### 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/>

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Acute Allied Health Services Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra hospital and health Services, including patients admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate and adults with head and neck cancer/trauma.

This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload. The position will be actively engaged in quality improvement, service innovation, research, staff and student supervision and work collaboratively with the speech pathology and wider multidisciplinary teams.

This position may participate in a rotational weekend roster at the Canberra Hospital including on-call responsibilities depending on operational requirements.

#### **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:

Excellent communication skills,

Ability to work collaboratively with the multidisciplinary and speech pathology teams,

Adaptability and flexibility to accommodate, change and be responsive to clinical needs,

Organisational skills and motivation.

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

##### **Mandatory:**

A degree in Speech Pathology from a recognised tertiary institution.

Eligibility for practicing membership of Speech Pathology Australia.

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

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

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

##### **Desirable:**

Hold a current driver's licence.

**Note:** There are two full-time Health Professional Level 3 positions available in the acute Speech Pathology team at the Canberra Hospital for 11.9 months and for six months, available from May 2022. These positions may be extended at the same or altered hours depending on availability of positions in the team and may also have the opportunity for permanent appointment. This recruitment round will be used to create a merit list, valid for the next twelve months for full-time or part-time HP3 positions in the team as available. Suitable applicants may be selected based on written application alone if appropriate.

These positions would be suited to applicants looking to work in a supportive team of clinicians with goals for their own learning and ability to share their skills with others in a busy acute hospital environment.

All enquiries about these positions are welcomed by the contact person.

##### **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.

If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

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

Contact Officer: Timothy Tooke (02) 5124 2230 [Timothy.Tooke@act.gov.au](mailto:Timothy.Tooke@act.gov.au)

**Secure Mental Health Unit****Mental Health, Justice Health, Alcohol and Drug Services****Psychologist**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 37524 - 02260)**

Gazetted: 14 April 2022

Closing Date: 30 April 2022

**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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

**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 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. 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, other community settings including people's home.

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

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

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

DMHU offers ten acute care beds and 15 rehabilitation beds and the GMHU has ten beds for community transition. Both units are managed by MHJHADS Division.

At this level it is expected that you will be able to provide high quality psychological assessments and interventions to complex mental health consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to students and staff at Health Professional Level one and two and support the Allied Health Manager in service development processes

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

The position is supported by a cohesive multi-disciplinary team of Nurses, Occupational Therapist, Social Worker, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

**ABOUT YOU**

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**Behavioural Capabilities**

Ability to manage confidential and sensitive information

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

Works cohesively within a multi-disciplinary team and adapts quickly to a changing environment

Commitment to achieving positive outcomes for mental health consumers

**Position Requirements/Qualifications:**

Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.

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

Experience in public mental health and/or a psychiatric inpatient setting.

Hold a current driver's licence

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

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

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Graham Twycross (02) 5124 1851 [Graham.Twycross@act.gov.au](mailto:Graham.Twycross@act.gov.au)

**Mental Health, Justice Health, Alcohol and Drug Services****Secure Mental Health Unit****Occupational Therapist**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 37371 - 02276)**

Gazetted: 14 April 2022

Closing Date: 30 April 2022

**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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

**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 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. 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, other community settings including people's home.

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

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

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

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by MHJHADS Division.

At this level it is expected this role will be an integral member of the Multi-disciplinary team and will provide, under reduced supervision, high quality occupational therapy services that will achieve sound outcomes for people within a therapeutic secure environment. In addition to core skills in mental health practice, the occupational therapist will offer a range of assessments, therapeutic interventions and high-quality programs specifically targeted at promoting people's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues.

The Occupational Therapist will contribute to all stages of a person's journey, from the time of admission through to their preparation and transition to other settings. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of 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:**

Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.

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

Previous experience in mental health service or forensic/custodial service.

Previous experience in an inpatient mental health facility.

Hold a current drivers licence.

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

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

#### **Prior to commencement successful candidates will be required to:**

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

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:** Merit list will be established to fill expected and or future vacancies over a period of 12 months. Selection may be based on application and referees reports only.

Contact Officer: Graham Twycross 512 41516 [Graham.Twycross@act.gov.au](mailto:Graham.Twycross@act.gov.au)

## **Surgery**

### **Intensive Care Unit**

#### **Intensive Care Unit - Clinical Care Co-ordinator**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 22285, several - 0229L)**

Gazetted: 14 April 2022

Closing Date: 28 April 2022

**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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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 Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in international multi-disciplinary and multi-center research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

The Clinical Care Coordinator of the Intensive Care Unit provides high level support in coordinating and managing patient flow in the Intensive Care Unit to facilitate timely access to critical care beds. Nurses working in this role should be self-motivated and be able to work under minimal direct supervision. There is an expectation that you will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability for your own practice standards, education activities delegated to others, and the guidance and development of Intensive Care Unit nursing staff.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide timely services to meet client needs
- Strong leadership skills and role modelling behaviours consistent with the Vision and Values of Canberra Health Services.

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

Registered with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of five years leadership and management experience in a hospital-based critical care environment.

Be flexible to work a rotating roster of Morning, Evening, and Night shifts

#### **Desirable:**

- Post Graduate Certificate in Critical Care Nursing and/or working towards the Master's level.

- 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:** There are several Permanent full time and Temporary positions available for seven months with possibility of extension up to 12 months and/or permanency. Part time positions will be considered, and the full-time salary noted above will be paid pro-rata.

Contact Officer: Amanda McCarthy 62442756 amanda.mccarthy@act.gov.au

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

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

#### **Team Manager**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 27585 - 02111)**

Gazetted: 14 April 2022

Closing Date: 5 March 2022

**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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis.

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

The permanent full time team manager's role will provide clinical leadership to the Eating Disorder Program. This clinical managerial role will include the daily management of a multidisciplinary service, including multi-disciplinary team meetings, clinical case reviews and operational management of staff at EDP. The team manager will facilitate group work and provide clinical supervision to HP1, HP2, HP3, RN's and allied health assistants.

The role will also require the team manager to undertake professional development, participate and lead quality initiatives and the management of human, financial and physical resources, including work, health, and safety.

#### **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 applicant will have the following attributes:

Strong Organisation Skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide responsive services to staff and clients.

Team work and ability to work collaboratively as part of a management team.

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

Relevant Tertiary qualifications in either Social work, Psychology or Occupational Therapy and a minimum of five years' experience working professionally in a health setting is preferred.

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

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

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

**Note:** The successful candidate will be required to:

Be available to work within all program areas of CAMHS as the service needs arise.

**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.

Comply with CHS credentialing and Scope of Clinical practice requirements for allied health professionals.

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

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

## Perioperative Unit

### Perioperative Resource Manager

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 21661 - 020Y7)**

Gazetted: 20 April 2022

Closing Date: 9 May 2022

**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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

### 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 Division of Surgery is responsible for delivering inpatient and outpatients surgical services for children and adults of 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, Shock Trauma Service, Trauma and Orthopaedic Research Unit.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

The Perioperative Resource Manager reports to the Assistant Director of Nursing, Perioperative Unit and joins the Nursing Leadership team. This position is responsible, for the management of the physical and fiscal resources within the Perioperative Unit.

The Nursing Leadership team is responsible for the strategic and operational management of the Perioperative unit, ensuring safe, efficient and effective operations of the business unit.

### ABOUT YOU

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

### Behavioural Capabilities

Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs

Strong organisational skills with a high degree of drive with the ability to effectively prioritise work and meet deadlines

Strong communication and interpersonal skills

**Position Requirements/Qualifications:**

**Mandatory**

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

**Desirable:**

Holds or is working towards a tertiary management and/or nursing qualification

**Other:**

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.

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

Contact Officer: Kerri Reeves (02) 5124 2765 [Kerri.Reeves@act.gov.au](mailto:Kerri.Reeves@act.gov.au)

**Neonatology**

**Women, Youth and Children**

**Registered Nurse - Neonatal Intensive Care Unit and/or Special Care Nursery**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22484, several - 022EE)**

Gazetted: 20 April 2022

Closing Date: 10 May 2022

**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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

**POSITION OVERVIEW**

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

website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.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**

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

**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.

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

**Contact Officer:** Lori Grlj (02) 6142 6352 lori.grlj@act.gov.au

## Medicine

## Nursing

## Discharge Liaison Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 28248 - 021XU)**

Gazetted: 19 April 2022

Closing Date: 3 May 2022

**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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

## 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 Division of Medicine Inpatient wards provide care to patients across the division including: Gastro-medical; Respiratory / Cardiology/Endocrinology/Rheumatology; Infectious diseases/Neurology/Stroke; and Renal/General Medicine. The successful applicants will be expected to work Monday to Friday, business hours.

## 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

Excellent interpersonal and communication skills

\*Strong organisational skills with a high degree of drive

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

## Position Requirements/Qualifications:

### Desirable:

Three years post graduate experience

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

**Note:** This is a temporary position available for 12 months.

**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.

Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

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

Contact Officer: Angela Edwards (+61) 0403 909 228 [Angela.Edwards@act.gov.au](mailto:Angela.Edwards@act.gov.au)

### **Cancer and Ambulatory Services**

#### **Inpatient and Outpatient areas**

#### **Registered Nurse**

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 32856 - 0225L)**

Gazetted: 19 April 2022

Closing Date: 5 May 2022

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### **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/> Opportunities exists for experienced Level 1 Registered Nurses to support high quality outcomes in the cancer side of Cancer and Ambulatory Care. It is made up of two inpatient wards 14 A (Haematology) and 14B (Medical / Radiation Oncology). There are also two outpatient areas where chemotherapy and immunotherapies are delivered. Radiation Oncology nurses work with patients who are receiving radiotherapy. Appropriate training will be delivered for each area. We are aiming to recruit staff who can work in all areas.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Ability to work independently and as part of a multidisciplinary team

High level of communication skills

Ability to accommodate change and provide responsive services

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

Registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

**Note:** An order of merit list may be established to fill future vacancies at level over the next 12 months. These future identical positions may be filled at full time or part time, and the full-time salary noted above will be paid pro-rata for part time positions.

**Contact Officer:** Cathy Young 51248557 [cathya.young@act.gov.au](mailto:cathya.young@act.gov.au)



**Finance and Business Intelligence****Supply Services****Health Services Officer Level 5, Driver****Health Service Officer Level 5 \$59,380 - \$62,328, Canberra (PN: 21725 - 0222W)**

Gazetted: 19 April 2022

Closing Date: 5 May 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

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

This position is rotated between the Supply Services Warehouse, Mitchell and the Canberra Hospital. This role requires experience in driving, multi-drop deliveries, vehicle maintenance, Customer Service and Warehousing. A fork-lift licence will be highly regarded. Potential candidates should hold an HR licence.

**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.

Strong understanding of supply chain processes within a warehouse environment.

Adaptability and flexibility to accommodate change and provide responsive services.

**Position Requirements/Qualifications:****Mandatory:**

Duties of the position include the requirement to drive vehicles, therefore possession of a class MR/HR/MC driver's licence is required and a forklift licence highly desirable.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

**Note:** This is a temporary position available for a period of six months with the possibility of extension up to 12 months.

**Contact Officer:** Rob Swain (02) 5124 3100 [rob.swain@act.gov.au](mailto:rob.swain@act.gov.au)

**Director of Allied Health - Allied Health Adult Inpatients****Adult Mental Health Unit**



**Occupational Therapist****Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 17267 - 022AC)**

Gazetted: 19 April 2022

Closing Date: 6 May 2022

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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 Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance, and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Inpatients Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU 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 person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability. The successful applicant of the HP3 Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based psychological interventions to people and facilitate group programs through the Therapeutic Group Program and be responsible for the carer group education and support groups which are currently being developed. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 Level as well as to students and clinically related staff (such as Allied Health Assistants). The position will report operationally and clinically to the AH Manager and AH Clinical Lead of AMHU/MHSSU/12B respectively. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

This is a full-time position working Monday to Friday within the AH team and will provide services to the Adult Mental Health Unit, 12B, Mental Health Short Stay Unit, and to any mental health surge wards that open at Canberra Hospital.

The AH team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the AH Adult Mental Health Inpatient facilities. The successful applicant of the HP2 Occupational Therapist position is responsible for conducting skilled clinical assessment and delivering individual and group-based interventions to people.

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 level as well as to students and clinically related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/ MHSSU/12B. Professional governance of this position will come from the Principal Occupational Therapist (MHJHADS).

**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

Be flexible, adaptable, and comfortable with change in the working environment  
Commitment to achieving positive outcomes for mental health consumers.

Position Requirements/Qualifications:

- Relevant tertiary qualifications and a minimum of 1 years' experience working professionally, post qualification in related/ relevant organisation/service
- Degree in Occupational Therapy and registered with Occupational Therapy Board Australia
- Eligible for professional membership of Occupational Therapy Australia
- Current passenger vehicle 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.

Highly Desirable

- Experience working within mental health in either an inpatient unit or community setting

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: David Warren (02) 5124 5401 david.warren@act.gov.au

## Infrastructure and Health Support Services

### Facilities Management

#### Project Manager Minor Works

**Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 31356 - 022AU)**

Gazetted: 20 April 2022

Closing Date: 6 May 2022

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

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### POSITION OVERVIEW

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

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

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

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

The Minor Works Project Manager reports directly to the Director Minor Works Delivery and Off-Site Facilities and works in a small team of other Project Managers. The position also works in close liaison with other senior staff in the Facilities Management Branch, the broader CHS Directorate, and other ACT Government Directorates.

The Minor Works Project Manager will be responsible for managing several capital infrastructure projects, ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various CHS Facilities. Accurate project reporting is vital, with monthly finance and program updates required to ensure that key projects milestones and performance indicators are being met.

The Minor Works Project Manager will be required to engage with a diverse range of stakeholders and manage their expectations to deliver agreed project outcomes. A key component of stakeholder management will be the responsibility for conducting high level interface and coordination between FM, consultants, contractors, other CHS operational support teams and Clinical Service Delivery areas. This will involve communication between various stakeholders, clear documentation of project scope requirements, coordination of multiple project activities, ensuring clinical services are not affected and managing shutdowns or interruptions to infrastructure services required on projects.

When relevant, the position will utilise processes and strategies utilised by IHSS to facilitate quality, integrated and efficient service delivery, and assist in developing new processes and strategies where required.

**Supervising Responsibilities**

Nil at present, however this may change as the program develops.

**ABOUT YOU**

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**Behavioural Capabilities**

1. Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality-of-service delivery from Facilities Management.

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

3. An organised approach to work, managing competing priorities and attention to detail on work undertaken.

**Position Requirements/Qualifications:**

**Mandatory:**

Positions classified as an Infrastructure Officer require the occupant to:

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

**Highly Desirable:**

Hold a current drivers' licence.

Experience in the delivery of infrastructure projects within an operating health environment, or other critical environments where maintaining continuity of services is essential

Construction Induction (White Card)

Asbestos Awareness

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

**Contact Officer:** Loretta Bettiens 0434 366 673 [loretta.bettiens@act.gov.au](mailto:loretta.bettiens@act.gov.au)

## **Rehabilitation, Aged and Community Services**

### **Nursing**

#### **Clinical Development Nurse**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 40401 - 022AA)**

Gazetted: 20 April 2022

Closing Date: 4 May 2022

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

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

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

#### Position Overview

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The main priorities of the Clinical Development Nurse are to coordinate education and promote a learning culture within UCH. As part of the model of care for UCH, the clinical staff will have a more active role in the first response team. As the CDN you will be a part of the first response team when required and assist in ensuring the relevant staff have Intermediate Life Support skills and knowledge to effectively participate in this team. The successful applicant will have an understanding of the principles of rehabilitation nursing, however, will be supported by the Clinical Nurse Educator and Multi-disciplinary team.

#### 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.

#### Mandatory:

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

Minimum of four years of Clinical experience

Be an approved train the trainer

#### Desirable:

Certificate IV in Training and Assessment (Cert IV is not required upon application; however successful completion is required upon 12 months of employment).

Current drivers 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.

**Note:** This is a temporary position available for a period of five months.

**Contact Officer:** Katie McKinnon 0422303091 [katie.mckinnon@act.gov.au](mailto:katie.mckinnon@act.gov.au)

**Canberra Health Services****Acute Allied Health Service****Health Professional Level 4 - Advanced Allied Health Lead****Health Professional Level 4 \$113,397 - \$122,062 , Canberra (PN: 56852, several - 021V1)**

Closing Date: 04 May 2022

**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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

**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 Acute Allied Health Service is based within the Division of Allied Health and provides Allied Health services and interventions to a range of inpatient and outpatient settings at the Canberra Hospital. The Acute Allied Health Services consists of the following departments: Aboriginal and Torres Strait Islander Liaison service, Psychology, Social Work, Speech Pathology, Audiology, Occupational Therapy, Physiotherapy, Nutrition and Dietetics and Exercise Physiology. The Acute Allied health services provide an on call and after-hours service including weekends.

Under the direction of the Director of Allied Health, the Advanced Allied Health Lead is responsible for the provision of clinical services to the Acute Medical Unit and the leadership of the multi-disciplinary team in the unit. The role is expected to maintain a clinical workload involving the undertaking of rapid screening and assessment from an interdisciplinary perspective and coordination of treatment/therapies from the allied health perspective to ensure the facilitation of a timely and safe service. This role will coordinate the Allied Health team on the unit and participate in activities to represent Allied Health on the unit. This role involves liaising across Canberra Health Services partaking in service improvement and quality assurance initiatives and contributing to the supervision and training of fellow Health Professionals and Students. The Advanced Allied Health Lead will have highly developed professional knowledge of a range of acute medical conditions with the ability to lead multidisciplinary team. This role is required to participate in an after-hours roster, including regular weekend and public holiday work.

**ABOUT YOU**

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

**Behavioural Capabilities**

1. Strong organisational skills with a high degree of initiative
2. Flexible and adaptive approach to work
3. Strong interpersonal skills and confidence with communicating across a range of stakeholders.

**Position Requirements/Qualifications:****Mandatory:**

- Hold an undergraduate or postgraduate qualification in the in an Allied Health profession
- Where applicable be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Substantial clinical experience in the acute health setting of greater than five years.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.health.act.gov.au/working-with-vulnerable-people)
- Hold a current driver's licence.

**Other:**

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

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

**Note:** These are temporary positions available for 11.5 months with the possibility of extension and/or permanency. Consideration to work part time will be given. A merit list will be established from this selection process and may be used to fill part-time and full-time, temporary or permanent similar positions over the next 12 months.

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

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

**Contact Officer:** Andrew Slattery (02) 51245135 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

## **Nutrition Department**

### **Acute Allied Health Service**

#### **Senior Dietitian**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 48852 - 02105)**

Gazetted: 20 April 2022

Closing Date: 4 May 2022

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

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and

Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

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

Under the direction of the Manager Nutrition, the Senior Dietitian is responsible for the provision of the advanced dietitian gastroenterology model across the Canberra Hospital Campus. The Senior Dietitian is responsible for the provision of specialised dietitian services to gastroenterology including the screening of a predetermined subset of patients according to eligibility criteria under the oversight of gastroenterology medical specialists. This involves liaising across the Canberra Hospital Campus, partaking in service improvement and quality assurance initiatives and contributing to the supervision and training of fellow Health Professionals and Students.



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

This role is required to participate in an after-hours roster, including potential for weekend and public holiday work. The Senior Dietitian role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of initiative

Flexible and adaptive approach to work

Strong interpersonal skills and confidence with communicating across a range of stakeholders.

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

##### **Mandatory:**

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

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

Be registered under the Working for Vulnerable People Act.

Hold a current Driver's Licence.

##### **Other:**

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

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

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

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

##### **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.

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

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

Contact Officer: Andrew Slattery (02) 5124 5135 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.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](mailto:jobs@act.gov.au)

#### **Digital, Data and Technology Solutions**

#### **Customer Engagement Services Branch**

#### **Education ICT**

#### **Assistant Director Education Business Applications**

#### **Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 05199)**

Gazetted: 20 April 2022

Closing Date: 4 May 2022

Details: The role of the Assistant Director Education Business Application is providing high-level technical support for the development, implementation, on-going maintenance, fault diagnosis and identification of remedial action for a range of infrastructure technologies and business services, as well as ensuring consistency of service delivery. This will require liaison and negotiation with relevant stakeholders, including external vendors to ensure delivery



of ICT services that align with the Directorate, Digital, Data and Technology Services (DDTS) and ACT Government strategy.

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 30 May 2022 to 30 December 2022.

How to Apply: Please submit a written application or pitch providing evidence of your suitability for the role against the capabilities required of this role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what capabilities and skills that are required to succeed in this position. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Schuhardt (02) 6205 5488 greg.schuhardt@act.gov.au

### **Shared Services**

#### **Finance Operations**

#### **Accounts Payable**

#### **Senior Finance Officer**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 09526)**

Gazetted: 20 April 2022

Closing Date: 4 May 2022

Details: The Shared Services Finance Operations team provide accounts payable, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

We are seeking enthusiastic and highly motivated individuals to join our team. In this role you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment. This may include, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals, processing supplier invoices for payment and resolving routine client enquiries in a timely manner.

You will be someone who is able to work cooperatively within a team environment, be a strong and clear communicator with supervisory experience and strong time management skills. You will possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads in order to meet tight deadlines in a fast-paced operational environment.

To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations or similar 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.

Eligibility/Other Requirements: Previous experience in a finance operations or processing environment would be highly regarded.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and importantly highlights your skills and experience in a finance operations or similar environment. A current curriculum vitae must

Applications should be submitted via the Apply Now button below.

Contact Officer: Sharon Miller (02) 6205 0748 sharon.miller@act.gov.au

## Economic Development Strategy and Policy

### Executive Assistant to Executive Group Manager - Strategy and Policy

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 32376)

Gazetted: 19 April 2022

Closing Date: 26 April 2022

Do you have experience managing the daily demands of a busy Senior Executive? Are you able to professionally and effectively manage ever-changing priorities and workflows a dynamic work area? If you've answered yes to these questions—you might be the person Economic Development is looking for!

We're looking for an experienced Executive Assistant to support the Executive Group Manager (EGM), Strategy and Policy. Excellent administration, organisation, communication and liaison skills are essential to this role.

You'll work alongside a Strategic Policy team who work closely with the EGM and are great at what they do. You'll also work and liaise with other officers who support the division's Executive Management Team. You will need to be confident, able to work well in a very busy business environment and ensure you provide a high-level of support.

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

**Note:** This is a temporary position available immediately until 11 July 2022, with the possibility of extension.

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. With the easing of COVID-19 restrictions, our workforce is transitioning to a gradual and safe return to the workplace through flexible hybrid working arrangements: this may include working from home on occasions, where agreed. The successful candidate will be provided information on how to safely and effectively work from home.

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

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

Contact Officer: Kate Starick 0408230214 kate.starick@act.gov.au

## Corporate People and Capability HR Advisor

### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 37022)

Gazetted: 19 April 2022

Closing Date: 26 April 2022

Details: This is a great opportunity to make a positive difference. This is a new role responsible for helping to achieve positive psychosocial, wellbeing and employment outcomes for CMTEDD staff who require extra assistance or are experiencing difficult situations, either personal or work-related. We're after someone who is able to work with people at all levels, provide advice and creatively problem solve, and is highly organised along with strong writing skills. Find out more in the Position Description.

Eligibility/Other Requirements: Experience in human resources is desirable but not essential.

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

How to Apply: Please submit a maximum three-page response to the Selection Criteria located in the Position Description and provide the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peita Francis (02) 6207 2284 peita.francis@act.gov.au

## Budget, Procurement, Infrastructure and Finance

### Executive Office

#### Executive Officer

### Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 57344)

Gazetted: 19 April 2022

Closing Date: 26 April 2022

**Details:** We are looking for a proactive and enthusiastic Executive Officer to provide high level support to the Deputy Under Treasurer, Budget, Procurement, Infrastructure and Finance (BPIF). You will play a key role in working closely with the executive and teams across BPIF and other directorates, Ministers' Offices, and other key stakeholders.

As the Executive Officer, you will have overall accountability for facilitating workflow through the DUT's office, coordinating all communication and the management and prioritisation of all executive administrative functions. You will be counted on to critically examine, evaluate and take appropriate action on matters submitted to the DUT, and ensure that all documents in relation to a diverse range of executive activities are accurately prepared and submitted or distributed in a timely manner. You will provide coaching and guidance to other administrative staff.

You must be able to organise and manage large events and anticipate changing circumstances and be able to plan, organise and prioritise activities in a high-pressure environment including establishing and maintaining effective and diverse stakeholder partnerships.

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:** Prior experience in providing strategic and organisational support to a senior Executive Officer will be highly regarded.

This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the CMTEDD. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. Note: Selection may be based on application and referee reports only.

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 work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

**How to Apply:** To apply for this role, tell us in two pages or less why you are the best candidate for the role addressing the Duties/Responsibilities outlined in the Position Description, together with a copy of your curriculum vitae and the names of two current referees, one of whom should be your current manager.

Contact Officer: Sue Vroombout 0428 290 364 sue.vroombout@act.gov.au

## **Policy and Cabinet**

### **Cabinet, Assembly and Government Business**

#### **Assistant Director, Cabinet, Assembly and Government Business**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 42604)**

Gazetted: 14 April 2022

Closing Date: 28 April 2022

**Details:** The Cabinet, Assembly and Government Business branch has an exciting opportunity at the SOGC level. This position would suit a person who is interested in being at the forefront of government decision making and supporting the passage of Cabinet and Government Business.

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, organisational, and technical skills and the ability to demonstrate resilience in a high-pressure environment. A demonstrated knowledge and understanding of Sharepoint, TRIM (HPE Content Manager) or similar information/document systems would be highly regarded. 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:** This is temporary position available immediately up until 31 August 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be working in a workplace designed for activity-based working (ABW). Under

ABW arrangements, officers do 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: Pam Darville (02) 6205 0543 [Pam.Darville@act.gov.au](mailto:Pam.Darville@act.gov.au)

## **Shared Services**

### **Payroll and HR Systems**

#### **KRONOS System**

##### **Kronos Systems Information Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 48639)**

Gazetted: 14 April 2022

Closing Date: 26 April 2022

Details: Are you an experienced user of Kronos Workforce Central, Time and Attendance and looking for your next challenge?

Do you have a strong track record of delivering high quality service and advice to customers?

Are you skilled in problem solving who enjoys a challenge?

Shared Services provides a cloud-based Kronos system to several ACT Government directorates for rostering, scheduling, and paying directorate staff. Shared Services Payroll and HR Systems/Reporting has a Temporary Vacancy for a Kronos Systems Information Officer to join our team and hit the ground running. As the Information Officer within the Kronos Systems team, you will support both the Kronos Business Administrator and Kronos Systems Administrator in responding to queries raised by directorate users, escalating when required. Additionally, you will contribute to the design, implementation, user training and management of best practice functional administration of the Kronos system.

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 using Kronos Workforce Central system is a necessary requirement for the role.

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

Note: This part-time temporary position is available immediately for an initial three-month period at 22:05 hours per week with the possibility of extension and permanency, the full-time salary noted above will be paid pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page pitch, addressing the Behavioural Capabilities within the attached Position Description and telling us why you are the best person for the role. Please also submit a current curriculum vitae and contact details for two referees - one of these referees must be someone who has worked with you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce James (02) 6205 1033 [bruce.james@act.gov.au](mailto:bruce.james@act.gov.au)

## **Digital, Data and Technology Solutions**

### **Executive Group Managers Office**

#### **Business Support Officer**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 14505)**

Gazetted: 14 April 2022

Closing Date: 28 April 2022

Details: The Business Support Officer provides executive and administrative support as part of the Digital, Data and Technology Solutions (DDTS) Executive Office team, including secretariat function maintaining efficient and effective office systems and demonstrating high quality customer service. Provide advice and guidance, as well as administrative support regarding the employment of contractors and ACTPS staff within DDTS.

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: An ACT Government CMTEDD Baseline clearance is required for this position.

How to Apply: Please submit a pitch of maximum two pages detailing your skills and experience as they apply to the attached Position Description, along with your curriculum vitae and the contact details of two referees.

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

Contact Officer: Ashley Taylor (02) 6207 9595 [ashley.taylor@act.gov.au](mailto:ashley.taylor@act.gov.au)

## **Policy and Cabinet**

### **Cabinet, Assembly and Government Business**

#### **Coordination and Support Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 33711)**

Gazetted: 14 April 2022

Closing Date: 28 April 2022

Details: The Cabinet, Assembly and Government Business branch has an exciting opportunity at the Administrative Services Officer Class 5 level. This position would suit a person who is interested in being at the forefront of government decision making and supporting the passage of Cabinet and Government Business.

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.

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

Note: This is a temporary position available immediately until 30 June 2022 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

Please note, this position will be working in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit a maximum two-page pitch outlining your suitability for the position located in the Position Description and provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Pam Darville (02) 6205 0543 [pam.darville@act.gov.au](mailto:pam.darville@act.gov.au)

## **Community Services**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

### **Office of the Director-General**

#### **Culture, Governance and Design**

#### **One CSD Program**

#### **Business Analyst**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57118, several)**

Gazetted: 20 April 2022

Closing Date: 4 May 2022

Details: The Community Services Directorate is bringing together a small team of innovators, collaborators and change agents to drive, coordinate and deliver the One CSD Reform program. Several opportunities are available across change management, project delivery, business analytics, communications, content and digital development.

The One CSD Reform program is based on four important principles that go to the heart of what the Community Services Directorate does, and how it does it:

CSD delivers for the ACT Government and the Canberra community

CSD operates efficiently, effectively and in-line contemporary best-practice

CSD's staff at all levels are clear on our priorities and accountabilities

CSD's organisational culture, leadership and behaviours create a positive, collaborative, and supportive environment.

The One CSD Reform program is structured around five streams of work: Organisational structure and design; performance and accountability; governance; leadership, people and behaviour, and; continuous improvement.

This is a rare opportunity to gain directorate-wide experience. If you would like to contribute to making CSD an even better place to work, and to better deliver for the ACT Government and the Canberra community, then we want to hear from you.

**Eligibility/Other Requirements:** Business analyst experience is desirable, but not mandatory. If you have a keen interest in learning business analysis skills, and relevant applicable experience, then we would like to hear from you.

**Note:** There are several temporary positions available for 12 months with the possibility of extension. Shorter term contracts can also be accommodated for successful applicants for those seeking secondments and short-term professional development opportunities. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shantha Siva 0431 171 993 [shantha.siva@act.gov.au](mailto:shantha.siva@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.

## **Housing ACT**

### **Executive Services**

#### **Assistant Director Ministerial Services**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57076)**

Gazetted: 19 April 2022

Closing Date: 3 May 2022

**Details:** The Executive, Government and Engagement team is responsible for the coordination and management of Ministerial, Assembly and Cabinet business and strategic engagement and communications for Housing ACT. The team operates in a fast-paced work environment across the division. The team supports the Housing ACT Executive, is customer focused and delivers high level support and advice, quality control, coordination, engagement and internal and external communication services. An opportunity at the SOG C level is available managing ministerial services for Housing ACT.

A strong knowledge of Housing ACT key priorities and responsibilities is required along with experience in social housing including operational policy and client matters. If you can manage competing priorities in a high pressure environment, have great client service skills and strive to achieve positive outcomes we would love to hear from you.

The Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

**How to Apply:** To apply, please submit a two page statement against the capability headings outlining why you are the person for position along with your curriculum vitae.

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

Contact Officer: Kate Boljkovac (02) 6207 5105 [Kate.Boljkovac@act.gov.au](mailto:Kate.Boljkovac@act.gov.au)



**Housing ACT****Executive, Government and Engagement****TRIM and Ministerial Support Officer****Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 57075)**

Gazetted: 14 April 2022

Closing Date: 28 April 2022

The Executive, Government and Engagement team is responsible for the coordination and management of Ministerial, Assembly and Cabinet business and strategic engagement and communications for Housing ACT. The team operates in a fast-paced work environment across the division. The team supports the Housing ACT Executive, is customer focused and delivers high level support and advice, quality control, coordination, engagement and internal and external communication services.

A opportunity for an Administrative Services Officer Class 4 Trim and Ministerial Support office is available within the team and we are looking for someone with existing knowledge in using the TRIM records management database, strong excel capability and experience working to ministerial services processes in an ACT Government environment. If you have great client service skills and enjoy working in a small team we would love to hear from you.

The Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

How to Apply: Please submit a two page statement against the capability headings outlining why you are the person for position along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alyssa Stanley 0417 543 484 [Alyssa.Stanley@act.gov.au](mailto:Alyssa.Stanley@act.gov.au)

**Office of the Director-General****Culture, Governance and Design****One CSD Program****Senior Business Analyst****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57084)**

Gazetted: 20 April 2022

Closing Date: 4 May 2022

Details: The Community Services Directorate is bringing together a small team of innovators, collaborators and change agents to drive, coordinate and deliver the One CSD Reform program. Several opportunities are available across change management, project delivery, business analytics, communications, content and digital development.

The One CSD Reform program is based on four important principles that go to the heart of what the Community Services Directorate does, and how it does it:

CSD delivers for the ACT Government and the Canberra community

CSD operates efficiently, effectively and in-line contemporary best-practice

CSD's staff at all levels are clear on our priorities and accountabilities

CSD's organisational culture, leadership and behaviours create a positive, collaborative, and supportive environment.

The One CSD Reform program is structured around five streams of work: Organisational structure and design; performance and accountability; governance; leadership, people and behaviour, and; continuous improvement.

This is a rare opportunity to gain directorate-wide experience. If you would like to contribute to making CSD an even better place to work, and to better deliver for the ACT Government and the Canberra community, then we want to hear from you.

Eligibility/Other Requirements: Business analyst experience is desirable, but not mandatory.

Note: This is a temporary position available for 12 months with the possibility of extension. Shorter term contracts can also be accommodated for successful applicants for those seeking secondments and short-term professional development opportunities. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.



How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shantha Siva 0431 171 993 shantha.siva@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.

### **Cultural Facilities Corporation**

#### **Corporate/Executive**

##### **Executive Support Officer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 11024)**

Gazetted: 19 April 2022

Closing Date: 6 May 2022

Details: The Executive Support Officer position in the Cultural Facilities Corporation is a unique and exciting role supporting arts and culture in the ACT.

Your domain will be a spacious reception area above Canberra Museum and Gallery, with beautiful art works on your walls, surrounded daily by art curators, museum assistants, and theatre makers, working closely with the CEO and a fun, dynamic senior management team.

The role is a mix of duties which keeps every day different and interesting:

reception duties for the CFC including phone, email, post, and basic hospitality for guests, responding to correspondence and stakeholder enquiries, and maintaining efficient and effective office systems providing high-level executive and administrative support to the CEO and senior leadership including some financial acquittals, managing document workflows, and general coordination activities proactive diary management including internal and external meeting coordination and occasional travel planning secretariat support to the CFC Board including assisting with preparation of board papers and being the minutes secretary.

other duties as required including assisting in events, liaising with Ministers' offices, and building coordination networks across other parts of ACT Government.

Ideally, we're looking for an experienced Executive Assistant who enjoys supporting high-performing people, is super-organised, personable, and takes initiative, is committed to efficiency, accuracy, and timeliness in the workplace, and willing to pitch in as needed on things like assisting in events and hospitality.

In return, we can offer you a friendly, creative inclusive workplace, surrounded by beautiful art, the opportunity to contribute to the smooth running of the ACT's most prominent cultural organisations, and close-up exposure to the ACT's visual and performing arts and cultural heritage.

Eligibility/Other Requirements: Experience working in ACT Government would be welcome but not essential.

How to Apply: To apply please provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke Thomas 0437 290 776 brooke.thomas@act.gov.au@act.gov.au

#### **Canberra Theatre Centre**

##### **Facilities Assistant**

##### **General Service Officer Level 6/7 \$62,023 - \$70,601, Canberra (PN: 3584)**

Gazetted: 14 April 2022

Closing Date: 28 April 2022

Details: The Canberra Theatre Centre is the region's pre-eminent performing arts centre. It comprises a range of venues and facilities of varying sizes and ages including the Canberra Theatre, The Playhouse, the Courtyard Studio, and ancillary areas such as foyers, reception rooms, box office, and administration offices.

The Facilities Assistant supports the CTC Facilities Manager by providing first response assessment and repair and maintenance to ensure the continued and effective presentation and functionality of the venue for patrons, visitors, and hirers.

The role requires a customer service focus, the ability to manage competing priorities, and sound practical assessment skills. The position will also require the ability to work effectively independently and in a team

environment and the management of a variety of contractors and tradespersons as well as a good level of repair and maintenance skills in a variety of areas.

The preferred candidate will have trades or technical qualifications, or three years of experience in a similar role/environment. Experience of the performing arts and theatre protocols is desirable but not essential. Due to the activities of the Canberra Theatre Centre, variable working hours, including evenings and weekends, may be required on occasion.

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:**

Current driver's licence, preferably manual

First Aid Certificate (or willingness to obtain one)

Working at heights certificate (or willingness to obtain one)

**How to Apply:** Applicants must provide a one-page Pitch Statement (500 word maximum) addressing the "What You Require" section of the Position Description and indicating what you would bring to this role, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Neil McRitchie (02) 6243 5724 [neil.mcritchie@act.gov.au](mailto:neil.mcritchie@act.gov.au)

### **Education**

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

**Applications can be sent via email to:** [jobs@act.gov.au](mailto:jobs@act.gov.au)

#### **System Policy and Reform Division**

##### **ACT Board of Senior Secondary Studies**

##### **Administration and Programs Coordinator**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 03164, several)**

Gazetted: 20 April 2022

Closing Date: 27 April 2022

**Details:** The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory.

The successful applicant will be motivated and dynamic, seeking to join the Office of the Board of Senior Secondary Studies team and work within a culture of high performance, collaboration, and innovation.

The Administrative and Programs Coordinator will be outcomes focussed working with others to deliver high levels of accountability and excellence, as well as contribute to the development, alignment, and delivery of high-quality service design in the context of the goals and expectations of the agency.

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 and/or experience is desirable.

A working knowledge of the Oracle, APAIS and TM1 systems or a demonstrated willingness and capacity to acquire this knowledge.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

**Note:** There are several temporary positions available for a period of six months, with the possibility of extension up to 12 months, and/or permanency. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit your written response to the Selection Criteria including experience and/or ability as outlined in the Position Description, and a curriculum vitae.

Applicants should be aware of and able to apply the ACTPS Values and Signature Behaviours.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc) or Rich Text Format (.rtf). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

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

Contact Officer: Martin Watson (02) 6205 7162 martin.watson@act.gov.au

### **School Improvement and Performance**

#### **Tuggeranong Network**

#### **Fadden Primary School**

#### **Excursion, Enrolments and Office Administration**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 50400)**

Gazetted: 19 April 2022

Closing Date: 6 May 2022

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community.

The Excursions, Enrolments Administration Officer will play a critical role in supporting the efficient and effective operation of the School Support Team in meeting the school's operational requirements. In a high-paced and dynamic school environment, the role will work closely with the Business Manager, Principal, and other key staff to deliver high quality administrative services and meet educational objectives.

Responsibilities include a range of general administrative services for the school to support teaching staff, parents/carers, and students. You will be required to work with the Business Manager and Executive teachers to coordinate both incursions and excursions. This may include, costing, note preparation and excursion policy advice. You will communicate and liaise with staff, parents/carers, students, and the community to resolve enquiries; provide appropriate information and sound advice.

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

Note: 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.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

- schools that cater for children under 12 (preschool to year 6 schools)
- specialist schools
- flexible learning programs, and
- early childhood education and care services (including out of school hours care)
- P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and the names of two referees before the closing date.

Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Wynne (02) 6142 2460 Jennifer.Wynne@ed.act.edu.au

### **Environment, Planning and Sustainable Development**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

**Corporate Services and Operations Division****People and Capability****Culture and Capability****Senior Advisor, Inclusion and Employee Engagement****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 50868)**

Gazetted: 19 April 2022

Closing Date: 3 May 2022

Details: Are you a progressive inclusion practitioner, someone that can initiate contemporary practices across our diverse workforce to create a sense of belonging?

You will be forward thinking, using your initiative to leverage on your experience and knowledge to embed EPSDD's Inclusion and Belonging Strategy, including creating and facilitating amazing employee immersion events and activities.

As a strong communicator in both written and verbal, you will utilise high emotional IQ to increase understanding, acceptance, and capitalise on the unique skills of our diverse workforce.

You will be a person who thrives in a multi-disciplined, agile team with an ability to listen and think outside the box to achieve positive change.

Be part of the cultural change you want to see in the world by joining EPSDD's People and Capability Branch.

A key focus of the role will be to design and develop inclusion and diversity frameworks, programs, and policies, providing advice to the organisation on the integration of these frameworks into our everyday business.

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**

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.

Please note: This position will be moving to a new workplace designed for activity-based working (ABW).

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

How to Apply: Please provide a current curriculum vitae and a pitch demonstrating how your skills, experience and knowledge align to the Selection Criteria, and outlining why you want this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Causer (02) 6207 3261 [erin.causer@act.gov.au](mailto:erin.causer@act.gov.au)

**Justice and Community Safety**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**ACT Human Rights Commission****Discrimination, Health Services, Disability and Community Services Commissioner****Intake and Review Officer****Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 09947)**

Gazetted: 14 April 2022

Closing Date: 10 May 2022

The ACT Human Rights Commission is an independent agency established by the *Human Rights Commission Act 2005*. The role of the ACT Human Rights Commission is to resolve complaints and promote rights, including to: provide an independent, fair and accessible process for resolving individual complaints;

promote service improvement;

promote the human rights and welfare of people; and

foster understanding of particular legislation.

The ACT Human Rights Commission is seeking experienced, highly motivated people with excellent communication and interpersonal skills to join our team as an **Intake and Review Officer**. The Intake and Review Officer will

manage a caseload of complaints across multiple jurisdictions including discrimination, health services, disability and community services.

The role also involves assisting with the administrative process with various registered health practitioner boards and the Australian Health Practitioner Regulation Agency.

**Eligibility/Other Requirements:**

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

Relevant tertiary qualifications in law or health are highly desirable.

**Note:** This is a temporary position available immediately for 12 months. Selection may be based on application and referee reports only.

**How to apply:** Applicants should submit a 'pitch' of no more than two (2) pages describing how your knowledge, experience and qualifications meet the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the Position Description. Please also provide your curriculum vitae and contact details of at least two referees.

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

Contact Officer: Alison Murley (02) 6205 4102 [Alison.Murley@act.gov.au](mailto:Alison.Murley@act.gov.au)

## ACT Corrective Services

### Offender Reintegration

#### Reintegration Case Manager

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 52492)

Gazetted: 14 April 2022

Closing Date: 28 April 2022

**Details:** A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for highly motivated, values-driven professionals to join Offender Reintegration as a Reintegration Case Manager. The Reintegration Case Manager is responsible for delivering case management to pre and post release detainees in their transition from prison to the community. You will assist detainees exiting the Alexander Maconochie Centre (AMC) with consideration given to the ACTCS Community Reintegration Pillars: Health, Accommodation, Basic Needs, Family and Community Connectedness, Financial Wellbeing, and Leisure/Recreation.

The successful applicant will work closely with custodial and community-based case managers to ensure a streamlined approach to offender management. You will also provide supports to families of detainees exiting the AMC utilising a restorative justice approach.

In addition, you will work to identify and address any gaps or barriers that may reduce a detainee's success in the community.

To be successful in this role, you will be able to work collaboratively and compose and edit complex written material. You will also possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

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 a relevant discipline or equivalent experience in a related field is highly desirable.

Undergo a pre-employment National Police Check.

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* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

**How to Apply:** Applicants are required to submit three items:

a one-to-three-page written response addressing the Professional, Technical Skills, Knowledge and Behavioural Capabilities, having regard for the job requirements

a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and

a copy of their driver's licence.

Please ensure you submit all three items.

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

Contact Officer: Elisabetta Marin (02) 6205 2623 [elisabetta.marin@act.gov.au](mailto:elisabetta.marin@act.gov.au)

### **Emergency Services Agency**

#### **Executive Branch Manager, Capability Support and Coordination**

**Executive Level 1.3 \$243,560 - \$254,418 depending on current superannuation arrangements, Canberra (PN: E1092)**

Gazetted: 20 April 2022

Closing Date: 4 May 2022

**Details:** The Emergency Services Agency (ESA) is seeking applications from experienced, innovative and motivated individuals to fill the position of Executive Branch Manager, Capability Support and Coordination, responsible for a complex and diverse portfolio.

The Executive Branch Manager, Capability Support and Coordination works collaboratively with the Executive and Enabling Services to support the operational services in delivering enhanced and sustainable capability.

As a capable, organised and astute individual, you will wear many hats within this organisation and require a keen attention to detail, a sound knowledge of policy and a personable demeanour. As an Executive and member of the ESA Executive Leadership Group, you will lead by example, consistently modelling the highest standards of values and ethics in all practices.

**Remuneration:** The position attracts a remuneration package ranging from \$243,560 - \$254,418 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$217,171.

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

**How to Apply:** Applicants are requested to submit an application of no more than two pages providing details of their relevant experience and skills, with consideration of the executive capabilities, relating to the responsibilities outlined above, a copy of current curriculum vitae and the name and contact details for two referees.

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

Contact Officer: Wayne Phillips [wayne.phillips@act.gov.au](mailto:wayne.phillips@act.gov.au)

### **Suburban Land Agency**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Finance, Digital Solutions and Valuations**

##### **Assistant Director - Budgets**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 13025)**

Gazetted: 20 April 2022

Closing Date: 4 May 2022

**Details:** The Suburban Land Agency is seeking applications from qualified financial professionals to join the Finance, Valuations and Systems team as the Assistant Director - Budgets. The team provides financial support and strategic advice to the Board, Senior Executives and Management within the Agency.

Reporting to the Director, Financial Statement and Budgets, the Assistant Director - Budgets main responsibilities include the development of the internal and external budgeting, assisting the preparation of the annual financial statements, and managing the financial support area to provide high-level financial services, with the focus on supervising the land sales financial process function.

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

##### **Eligibility/Other Requirements:**

Highly Desirable



Tertiary qualification in related field.

Completion or substantial progression towards full membership of CPA Australia or Chartered Accountants Australia and New Zealand.

**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. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit a written statement of claims, of not more than two A4 pages, outlining how you meet the Professional/Technical skills and the Behavioural Capabilities outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

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

Contact Officer: Xuemei Sun (02) 6207 5667 [Xuemei.Sun@act.gov.au](mailto:Xuemei.Sun@act.gov.au)

### **Transport Canberra and City Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **City Services**

##### **ACT NoWaste**

##### **Assistant Director, Service Delivery**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39237, several)**

Gazetted: 20 April 2022

Closing Date: 6 May 2022

**Details:** ACT NoWaste is a unique organisation in Australia: we work across both state/territory and local government functions.

We are a diverse, innovative, and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our 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?"

As an Assistant Director, Service Delivery you will be responsible for contract performance, administration, design, and improvement and will harness strong relationships across the teams and with key stakeholders to achieve results. To be successful in securing the two Assistant Director, Service Delivery roles, the applicants shortlisted through the application process would be required to go through a competency assessment and a final face to face interview.

#### **Eligibility/Other Requirements:**

Qualifications relevant to the duties of the position and or substantial work experience in a relevant field would be highly regarded.

Qualifications or experience in environmental science would be highly regarded.

**Note:** There are two permanent Assistant Director, Service Delivery roles on offer. 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 written application (of no more than four pages) addressing Skills and Knowledge Capabilities and Behavioural Capabilities outlined in the Position Description. Please also provide a copy of your current curriculum vitae.

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

Contact Officer: Gayan Ratwatte (02) 6207 6031 [gayan.ratwatte@act.gov.au](mailto:gayan.ratwatte@act.gov.au)

### **Worksafe ACT**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

### **WorkSafe ACT**

#### **Workers Compensation**

##### **Inspector**

##### **ORS Inspector 6 \$90,099 - \$103,117, Canberra (PN: 56996)**

Gazetted: 20 April 2022

Closing Date: 4 May 2022

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 Inspector within our Workers Compensation team. The Inspector will conduct compliance and enforcement activities as well as provide information, education and clarification to internal and external stakeholders in line with the *Workers Compensation Act 1951*, Workers Compensation Regulations and protocols. The successful candidate will have a high level of oral and written communication skills and will play an important role in providing guidance and support to colleagues within the workers compensation team and other teams within WorkSafe ACT. If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

Note: Selection may be based on referee reports and written application only. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. This position will be working in a 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: Gary McGivern (02) 6207 0925 [gary.mcgivern@worksafe.act.gov.au](mailto:gary.mcgivern@worksafe.act.gov.au)

### **Strategy and Occupational Hygiene**

#### **Governance and Secretariat Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57270)**

Gazetted: 20 April 2022

Closing Date: 4 May 2022

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.

We are 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 are seeking motivated and highly organised professionals to fill the role of Governance and Secretariat Officer within our Strategy and Occupational Hygiene team. This role would be suited to individuals who possess excellent written communication skills and attention to detail. In this role you will research and analyse complex data from various sources and prepare written documents, including minutes, policies, procedures and correspondence. The successful candidate will have well-developed problem-solving skills and will play an important role in contributing to the effectiveness of WorkSafe ACT.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

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

This position will be working in 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: Andrew Craig (02) 6207 5415 [andrew.craig@worksafe.act.gov.au](mailto:andrew.craig@worksafe.act.gov.au)

## APPOINTMENTS

### ACT Health

#### **Senior Officer Grade C \$113,397 - \$122,062**

Karla Grant, Section 68(1), 21 April 2022

### Canberra Health Services

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117**

Catherine Brewer-Coughlin, Section 68(1), 21 April 2022

#### **Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)**

Alecia Filmer, Section 68(1), 21 April 2022

#### **Registered Nurse Level 1 \$71,730 - \$95,818**

Monika Gilroy, Section 68(1), 21 April 2022

#### **Health Service Officer Level 7 \$66,857 - \$70,601**

Robby Hoang, Section 68(1), 14 April 2022

#### **Health Professional Level 2 \$69,738 - \$95,736**

Emily Matenson, Section 68(1), 19 April 2022

#### **Research Officer Grade 2 \$75,239 - \$81,466**

Shiloh Middlemiss, Section 68(1), 16 April 2022

#### **Registered Nurse Level 1 \$71,730 - \$95,818**

Trina Silcocks, Section 68(1), 14 April 2022

#### **Registered Nurse Level 1 \$71,730 - \$95,818**

Brooke Wade, Section 68(1), 14 April 2022

### Chief Minister, Treasury and Economic Development

#### **Information Technology Officer Class 1 \$72,935 - \$83,023**

Callista Kargin, Section 68(1), 14 April 2022

#### **Information Technology Officer Class 1 \$72,935 - \$83,023**

Jessica Mackintosh, Section 68(1), 14 April 2022

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466**

Tess Matthews, Section 68(1), 18 April 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Maja Mitikj, Section 68(1), 19 April 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Breeze Mojel, Section 68(1), 19 April 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Nomika N, Section 68(1), 19 April 2022

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Eóin Ó Corraídh, Section 68(1), 18 April 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Neil Stafford, Section 68(1), 14 April 2022

**Education**

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Emma Bridgman, Section 68(1), 26 April 2022

**Justice and Community Safety**

**Technical Officer Level 4 \$90,099 - \$103,117**

Stephen Barratt, Section 68(1), 19 April 2022

**Senior Officer Grade C \$113,397 - \$122,062**

Katherine Finn, Section 68(1), 14 April 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Nicholas Glasson, Section 68(1), 18 April 2022

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Yajing He, Section 68(1), 20 April 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Holly Marshall, Section 68(1), 13 April 2022

**Senior Officer Grade C \$113,397 - \$122,062**

Zarah Plummer, Section 68(1), 18 April 2022

**Technical Officer Level 4 \$90,099 - \$103,117**

Jessica Strzelecki, Section 68(1), 19 April 2022

**Transport Canberra and City Services**

**Bus Operator - Training \$73,589**

Brodie Oreskovic, Section 68(1), 8 April 2022

**Worksafe ACT**

**Senior Officer Grade C \$113,397 - \$122,062**

Duncan Cockburn, Section 68(1), 20 April 2022

**TRANSFERS****Canberra Health Services****Andrea Nissen**

From: Registered Nurse Level 3.2 \$129,103

Canberra Health Services

To: Registered Nurse Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 40424) (Gazetted 21 January 2022)

**Chief Minister, Treasury and Economic Development****Peta Lemmon**

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 14506) (Gazetted 3 August 2021)

**Director of Public Prosecutions****Corey O'Connor**

From: Prosecutor Associate \$75,239

Justice and Community Safety

To: Prosecutor Associate \$75,239 - \$77,544

Director of Public Prosecutions, Canberra (PN. 40044) (Gazetted 11 February 2022)

**Education****Ruaan Kriel**

From: School Psychologist \$86,155 - \$123,643

Education

To: Health Professional Level 4 \$113,397 - \$122,062

Education, Canberra (PN. 46353) (Gazetted 18 February 2022)

**Justice and Community Safety****Jessica Smith**

From: Senior Officer Grade C \$122,062

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$113,397 - \$122,062

Justice and Community Safety, Canberra (PN. 52364) (Gazetted 8 July 2021)

**PROMOTIONS****Canberra Health Services****Emer Brewster**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 11737) (Gazetted 11 March 2022)

**Valerie Davies**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 22400) (Gazetted 23 February 2022)

**Sara Eldridge**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 45058) (Gazetted 11 March 2022)

**Amanda Husselbee**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 22373) (Gazetted 2 February 2022)

**Shannon Maloney**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 36226) (Gazetted 2 March 2022)

**Poonam Pokhrel**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 45038) (Gazetted 11 March 2022)

**Ankita Pradham**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 42415) (Gazetted 11 March 2022)

**William Robertson**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 15045) (Gazetted 11 March 2022)

**Clare Stephenson**

From: Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services

To: †Registered Nurse Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 22401) (Gazetted 14 January 2022)

**Fergus White**

From: Health Service Officer Level 6 \$62,328 - \$65,010

Canberra Health Services

To: Health Service Officer Level 7 \$66,857 - \$70,601

Canberra Health Services, Canberra (PN. 42251) (Gazetted 16 March 2022)



**Laura Wode**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 52995) (Gazetted 11 March 2022)

**Tae Ho Yoon**

From: Health Service Officer Level 6 \$62,328 - \$65,010

Canberra Health Services

To: Health Service Officer Level 7 \$66,857 - \$70,601

Canberra Health Services, Canberra (PN. 42251) (Gazetted 16 March 2022)

**Chief Minister, Treasury and Economic Development****Digital, Data and Technology Solutions****Technology Services Branch****ICT Security****Andrew Campbell**

From: Senior Information Technology Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development, Canberra (PN. 56876) (Gazetted 18 February 2022)

**Digital, Data and Technology Solutions****Customer Engagement Services Branch****Emergency Services Agency ICT Embedded Team****Mikaela Carlton**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Justice and Community Safety

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 12007) (Gazetted 8 March 2022)

**Shared Services****Partnership Services****HR and Finance Service Desk****Lachlan Hole**

From: Administrative Services Officer Class 2 \$59,813 - \$66,047

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 36216) (Gazetted 11 February 2022)

**Digital, Data and Technology Solutions****Technology Services Branch****ICT Security****Jeremy Hollis**

From: Senior Information Technology Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development, Canberra (PN. 14666) (Gazetted 18 February 2022)

**Property and Venues****ACT Property Group****Estate Management and Procurement****Nathan Smith**

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development, Canberra (PN. 16581) (Gazetted 13 December 2021)

### **Community Services**

#### **Office of the Director-General**

##### **Organisational Governance**

##### **Ministerial and Executive Governance**

##### **Lydia Jooste**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Community Services

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services, Canberra (PN. 50403) (Gazetted 21 January 2021)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

### **Director of Public Prosecutions**

#### **ACT Director of Public Prosecutions**

##### **Legal**

##### **Emma Bacchetto**

From: Prosecutor Associate \$75,239 - \$77,544

Justice and Community Safety

To: †Prosecutor Grade 1 - 2 \$81,709 - \$127,728

Director of Public Prosecutions, Canberra (PN. 16893) (Gazetted 11 February 2022)

#### **ACT Director of Public Prosecutions**

##### **Legal**

##### **Archita Sreekumar**

From: Prosecutor Associate \$75,239 - \$77,544

Justice and Community Safety

To: †Prosecutor Grade 1 - 2 \$81,709 - \$127,728

Director of Public Prosecutions, Canberra (PN. 04216) (Gazetted 11 February 2022)

#### **ACT Director of Public Prosecutions**

##### **Legal**

##### **Annaliese Turner**

From: Paralegal Grade 2 \$69,465 - \$75,239

Justice and Community Safety

To: †Prosecutor Associate \$75,239 - \$77,544

Director of Public Prosecutions, Canberra (PN. 51828) (Gazetted 11 February 2022)

### **Education**

#### **School Improvement**

##### **North and Gungahlin Schools Network**

##### **Amaroo School**

##### **Matthew Gowen**

From: School Leader C \$113,397 - \$122,062

Education

To: †School Leader B \$151,757

Education, Canberra (PN. 04108) (Gazetted 17 March 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**System Policy and Reform  
Enrolments and Planning  
Elizabeth Klein**

From: Senior Officer Grade B \$133,552 - \$150,347  
Environment, Planning and Sustainable Development  
To: †Senior Officer Grade A \$155,107  
Education, Canberra (PN. 41929) (Gazetted 16 March 2022)

**System Policy and Reform  
Analytics and Evaluation  
Wendy Kurniawan**

From: Information Technology Officer Class 2 \$90,099 - \$103,117  
Health  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Education, Canberra (PN. 57308) (Gazetted 24 January 2022)

**North Gungahlin  
School Improvement  
Gold Creek School  
Kirrally Talbot**

From: \$130,338  
Education  
To: †School Leader B \$151,757  
Education, Canberra (PN. 23497) (Gazetted 22 February 2022)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Environment, Planning and Sustainable Development**

**Environment  
ACT Parks and Conservation Service  
Volunteers and Visitor Experience  
Melissa Barton**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Environment, Planning and Sustainable Development  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Environment, Planning and Sustainable Development, Canberra (PN. 37172) (Gazetted 15 February 2022)

**Justice and Community Safety**

**Emergency Service Agency  
Finance  
Finance and Budget  
Xin Yuan**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Justice and Community Safety  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Justice and Community Safety, Canberra (PN. 01757) (Gazetted 8 March 2022)

**Major Projects Canberra**

**Light Rail  
Commercial  
Athilakshmi Rohini Venkatasubbu**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Major Projects Canberra, Canberra (PN. 50742) (Gazetted 19 October 2021)

### **Transport Canberra and City Services**

#### **City Services**

##### **City Presentation**

##### **Place Management**

##### **David Crane**

From: General Service Officer Level 3/4 \$53,149 - \$58,041

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$58,918 - \$64,843

Transport Canberra and City Services, Canberra (PN. 40904) (Gazetted 6 August 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.

#### **City Services**

##### **City Presentation**

##### **Place Management**

##### **Emma Featherstone**

From: General Service Officer Level 3/4 \$53,149 - \$58,041

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$58,918 - \$64,843

Transport Canberra and City Services, Canberra (PN. 41027) (Gazetted 14 February 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

#### **City Services**

##### **City Presentation**

##### **Place Management**

##### **Khi Fulthorpe**

From: General Service Officer Level 5/6 \$58,918 - \$64,843

Transport Canberra and City Services

To: †General Service Officer Level 7 \$66,857 - \$70,601

Transport Canberra and City Services, Canberra (PN. 18148) (Gazetted 16 March 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

#### **City Services**

##### **Roads ACT**

##### **Traffic Management and Safety / Traffic Signals**

##### **Kit Poon**

From: Infrastructure Officer 3 \$113,659 - \$124,766

Transport Canberra and City Services

To: †Infrastructure Officer 4 \$134,705 - \$153,043

Transport Canberra and City Services, Canberra (PN. 56650) (Gazetted 10 February 2022)

#### **Chief Operating Officer**

##### **Finance**

##### **Finance Business Partners**

##### **Lian Siew**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Transport Canberra and City Services

To: †Senior Officer Grade C \$113,397 - \$122,062

Transport Canberra and City Services, Canberra (PN. 00648) (Gazetted 9 November 2021)

**Worksafe ACT**

**Compliance and Enforcement**

**Ben Palmer**

From: ORS Inspector 6 \$90,099 - \$103,117

Worksafe ACT

To: †Senior Officer Grade C \$113,397 - \$122,062

Worksafe ACT, Canberra (PN. 12937) (Gazetted 8 September 2021)