



ACT Government Gazette

Gazetted Notices for the week beginning 19 May 2022

VACANCIES

ACT Electoral Commission

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au

Election Funding and Disclosure Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 40285)

Gazetted: 25 May 2022

Closing Date: 8 June 2022

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

The successful applicant will be required to assist in the administration, monitoring and review of the ACT Legislative Assembly election funding, expenditure, and financial disclosure scheme. Work activities will include processing, publishing, and reviewing financial disclosure returns to ensure electoral participants are in compliance with *Part 14 of the Electoral Act 1992*.

Applicants should possess effective writing and communication skills and are expected to demonstrate high quality customer service skills.

The ability and willingness to work within a small team environment and actively seek out opportunities for continual improvement.

It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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

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

Note: This is a temporary position available immediately up until 30 June 2023 with the possibility of extension and/or permanency.

Selection may be based on application and referee reports only.

How to apply: Please submit a maximum two-page pitch addressing the five criteria set out in the Position Description and provide a current curriculum vitae including two referees.

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

Contact Officer: Rohan Spence (02) 6205 0224 Rohan.Spence@act.gov.au

Elections ACT

Digital Records Implementation and Improvement Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 01865)

Gazetted: 20 May 2022

Closing Date: 3 June 2022

Details: ElectionsACT is looking for an enthusiastic person to join our small team for a temporary period.

The Digital Records Implementation and Improvement Manager is a non-ongoing position focussing on implementing internal audit recommendations aimed at improving and enhancing information and records management within ElectionsACT. Under the direction of the Deputy Electoral Commissioner, this position will analyse current practices and trends to develop and implement practical pathways for improving digital information maturity and records management processes and procedures based on the recommendations of the internal audit report and in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available immediately for three months with the possibility of extension up to six months. Selection may be based on application only. This position is available to existing ACT Government officers and employees only.

How to Apply: Please submit a one-page Expression of Interest addressing the Professional/Technical Skills and Knowledge Capabilities set out in the Position Description and provide a current curriculum vitae including contact details for two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Nicole Randall (02) 6205 5157 nicole.randall@act.gov.au

Executive Support Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 12924)

Gazetted: 19 May 2022

Closing Date: 2 June 2022

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

The successful applicant will be required to provide high-level executive support to the Electoral Commissioner and Deputy Commissioner. Duties include diary management; prioritising incoming requests and coordinating responses; and secretariat support to a number of working committees, including the preparation of agendas and taking minutes.

This role is required to maintain confidentiality and discretion, exercise a considerable degree of independence, and consistently exercise sound judgement.

Elections ACT staff are expected to demonstrate quality customer service and team-work skills, be willing to continuously improve, be outcomes focused and accountable for their actions. It is important for the successful applicants to understand and work within the ACTPS Code of Conduct and the ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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

Further information relating to Elections ACT can be found at: www.elections.act.gov.au

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

Note: This is a part-time temporary position available at 19:30 hours per week and the full-time salary noted above will be paid pro-rata, available immediately for 11 months, with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page pitch addressing the four capabilities that form the criteria that are required to perform the duties and responsibilities of the position as set out in the Position Description and provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Reynaida Camporedo (02) 6207 9340 reynaida.camporedo@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Digital Solutions Division

Technology Operations

Support, Diagnostic and Integration Systems Hub

Support Analyst

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 14993, Several)

Gazetted: 24 May 2022

Closing Date: 9 June 2022

Details: If you enjoy troubleshooting and investigating ICT solutions for end users and have good communication skills, then apply now to join a team that's part of a large and exciting division with a contemporary digital health

strategy supporting diverse opportunities for development and progression in this growing field. We are seeking motivated individuals to join our team as Support Analysts in a Service Desk environment. Located in Woden, our roles involve client engagement including occasional on-site support. Please note this role is part of a Service Desk environment which also provides out of hours' support services. Support Analysts will be required to provide technical support outside of usual business hours through a shift roster arrangement which can also include on call overtime. Please also note we are of a 24 x 7 Service Desk managed through rotating shifts roster.

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

Eligibility/Other requirements:

This 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 this Security clearance, your employment in the role will not commence. If you have already commenced, your employment will be terminated.

The Support Analyst, Digital Solutions Support is required to wear an ACT Health uniform when undertaking their duties as this position is a public-facing role.

This role requires you to hold and maintain a current unrestricted Drivers Licence for passenger cars.

Note: These are temporary positions available for 12 months with possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This role requires you to obtain and maintain an Australian Government NV1 Security Clearance. To obtain this, 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 you have already commenced, your employment will be terminated.

How to Apply: Please submit a written application of no more than three pages, addressing the required Selection Criteria in the Position Description. Also include a current curriculum vitae and contact details of at least two referees, one of which should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Zoe Allen (02) 5124 4777 Zoe.Allen@act.gov.au

Digital Solutions Division

Future Capability

Future Capability Hub

Senior Business Analyst

Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 50935)

Gazette Date: 25 May 2022

Closing Date: 06 June 2022

Details: The Digital Solutions Division within ACT Health is seeking to recruit a motivated and experienced Senior Business Analyst who can be part of a dynamic project team to make a significant contribution to the digital transformational changes underway in our health system. 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.

Under the broad direction of the Senior Project Manager, the Senior Business Analyst is responsible for the provision of documenting requirements in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Senior Business Analyst must have:

- proven conceptual and analytical skills so that the customers business needs are properly interpreted and translated into application and operational requirements
- extensive experience preparing requirement models, detailed specifications and design documentation
- excellent communication skills interacting with diverse range of key stakeholders to capture requirements
- experience managing traceability requirements, use cases and test planning activities
- strong decision-making skills to assess a situation, consider options and select a course of action.

This role requires an Australian Government Negative Vetting Level one (NV1) Security Clearance, which will be sponsored by the ACT Health Directorate. To be eligible for NV1 Security Clearance, you must be an Australian citizen. If you are not successful in obtaining a security clearance, your employment will not commence, or if commenced, your employment will be terminated.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

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

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

Contact Officer: Sandra Millett (02) 5124 9409 sandra.millett@act.gov.au

Policy, Partnerships and Programs

Policy Partnerships and Programs Executive

Funding Policy

Senior Director

Senior Officer Grade A \$155,107, Canberra (PN: 57094)

Gazetted: 24 May 2022

Closing Date: 7 June 2022

Details: We offer a values based culture in which we pride ourselves on inclusion, respect, and integrity. We provide interesting, diverse work in a unique government environment where you can see the impact you have on the Canberra community.

The division (Policy, Partnerships and Programs Division - PPP) provides strategic leadership, direction and action that improves the health of our community and ensures our public health system meets our community's needs, now and into the future. PPP delivers strategic health policy advice on issues including primary care, NDIS, workforce, Aboriginal and Torres Strait Islander health, aged care, LGBTIQ+, inter-governmental negotiations, social and emotional wellbeing and legal matters.

We are seeking a values-based leader for the role of Senior Director of the recently established Funding Policy Section. This requires someone who can develop and establish policy and reforms that improve funding outcomes for the ACT government. This involves establishing and leading the responsibilities, and culture of the team. You will also prepare and coordinate policies, Cabinet, ACT Legislative Assembly, Ministerial, briefings, Directorate coordination and other related requests the team may receive. You will ensure that the team provides coherent, timely, high-quality advice, briefing and information to Ministers, the Director-General, Directorate executives and other internal and external stakeholders as required.

If you are an exceptional leader, highly organised, value integrity, diligence, and are respectful at all times, especially under time pressure and in some challenging scenarios, we would love to hear from you!

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

Eligibility/Other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: This position does involve supervision of staff. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

This position will be in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk. Officers must have the ability to work from home or remotely.

Current and former ADF members are encouraged to apply.

How to Apply:

If you are interested in applying for this position please provide a written statement of no more than two pages addressing the What You Require section of the Position Description, your curriculum vitae and contact details of two referees. Preferably referees with a thorough knowledge of your work performance and that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Culhane (02) 5124 9392 michael.culhane@act.gov.au

Policy Partnerships and Programs

Data Analytics Branch

Senior Analyst

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57504)

Gazetted: 20 May 2022

Closing Date: 3 June 2022

Details: If you enjoy data analysis and want to work as part of a dynamic new Branch to help shape the health system of the future then keep reading!

The role is a unique position – the role is within the Data Analytics Branch however it will be outposted in the Health Services Planning team within the Health System Planning and Evaluation Division. The Health Services Planning team sets the agenda for redesigning, investing in and redeveloping health services funded by the ACT Government.

We are seeking applicants who have the potential to become an expert in interpreting, analysing and providing advice on health activity data.

Eligibility/Other Requirements: Forecasting and modelling experience is desirable but not essential.

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

How to Apply: Applicants are to provide a two page application outlining their suitability for the role, and provide a current curriculum vitae and the names of contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexander Konovalov (02) 6205 2634 alexander.konovalov@act.gov.au

Population Health

Health Protection Service

Communicable Disease Control

Infection Control Officer

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 57552)

Gazetted: 20 May 2022

Closing Date: 3 June 2022

Details: ACT Health's Communicable Disease Control section has a permanent position for a Health Professional Level 3 within the Infection Control team. The Infection Control team is a small team who work with the Disease Surveillance, Environmental Health and COVID 19 Response Teams to prevent and manage infection control risks and outbreaks in the ACT.

The successful applicant will provide support to the Manager Infection Control and work with businesses and community services who hold infection control licences for skin penetrating procedures under the *ACT Public Health Act 1997*. They will need good analytical skills, excellent communication and liaison skills and be able to work in a team and independently.

Eligibility/Other Requirements: Applicants are required to have tertiary qualifications in health or equivalent relevant qualifications and a current driver's licence

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description (maximum four pages) and provide a current curriculum vitae and the names and contact details of two professional referees.

Applications should be submitted via the Apply Now button below.

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

Digital Solutions Division

Technology Operations

Support, Architecture and Software Hub

Digital Solutions Support Team Leader

Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 46190)

Gazetted: 20 May 2022

Closing Date: 3 June 2022

Details: The Digital Solutions Support team provide high quality, ICT level one support services across the ACT public health system. We are a one stop shop for all technology services across with a clear focus on delivering high quality support to our patients, stakeholders, and partners. The team consists of dedicated, collaborative, and motivated Information Technology professionals who take pride in the role we play in supporting the public health environment in the ACT.

Our services cater to all types of technology including patient monitoring equipment, clinical business applications, critical communications and infrastructure, standard end-user equipment and services such as telephony and administrative computer applications and hardware.

We are looking to expand our team with a suitably qualified and enthusiastic individuals who can lead our team of dedicated Support Analysts with a focus on delivering successful customer outcomes and contributing to the continued success of our team.

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

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 this Security clearance, your employment in the role will not commence. If you have already commenced, your employment will be terminated.

The Team Leader, Digital Solutions Support is required to wear an ACT Health uniform when undertaking their duties as this position is a public-facing role.

This role requires you to hold and maintain a current unrestricted Drivers Licence for passenger cars.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies.

Based in Woden, the role does involve local client contact and support with 24/7 rostered shift work.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be sent via the Apply Now button below.

Contact Officer: Scott Barrett (02) 5124 9381 Scott.Barrett@act.gov.au

Policy, Partnerships, and Programs

Executive Branch Manager, Chief Health Data Officer

Executive Level 1.3 \$243,560 - \$254,418 depending on current superannuation arrangements, Canberra (PN: E1031)

Gazetted: 24 May 2022

Closing Date: 7 June 2022

Details: The Executive Branch Manager, Chief Health Data Officer (CHDO) is a newly created position in the ACT Health Directorate.

The Data Analytics Branch was recently established to bring the directorate's data related functions and capabilities together to strengthen data governance and management, and ensure evidence is driving ACT Health's policies, programs, and services. The Branch works in partnership with other areas of the directorate and the public health system, including the Digital Solutions Division, health planning, and preventive health and contributes to the progress of health information management and reporting nationally through representation on a range of committees.

Working to the Executive Group Manager, Policy Partnerships and Programs, the CHDO will provide strong executive leadership to quickly establish the new data analytics branch (approximately 30 staff). The CHDO will also progress our aims to build data capability across ACT Health, foster digital and data innovation, promote evidence based practice, and provide leadership and coordination that leverages data as one of our most valuable assets.

This will include establishing and/or reforming existing data collection frameworks and providing leadership to embed the changes necessary to achieve results quickly and ensure ongoing robust and real time data.

Eligibility/Other Requirements:

Qualifications and experience

Experience in operating in an environment that facilitates the use of data to inform evidenced based policies and programs would be well regarded.

Security Clearance

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 terminated.

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 placed on a short-term contract from 10 June 2022 until 31 March 2023 with the possibility of extension up to two years.

How to Apply: Please provide a curriculum vitae, contact details for two referees, and provide a response of no more than two pages addressing the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Culhane (02) 5124 9392 michael.culhane@act.gov.au

Calvary Health Care ACT (Public)

Full-time Temporary

Closes: 19 June 2022

Classification: SNR Registrar

Salary: \$156,521 plus superannuation

Position No: LPL057

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 25 May 2022

Contact Officer: Miffany Callan on miffany.callan@calvary-act.com.au

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 492372

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Miffany Callan miffany.callan@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

Mental Health, Justice Health, Alcohol and Drug Services

Director of Allied Health

Health Professional level 2

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 40169 - 02339)

Gazetted: 24 May 2022

Closing Date: 7 June 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.

Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery.

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

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The Adult Mental Health Day Service (AMHDS) is located adjacent to AMHRU at the University of Canberra Hospital, and focuses on the delivery of recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are experiencing moderate to severe mental health conditions. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

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

ABOUT YOU

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

Behavioural Capabilities

Ability to manage confidential and sensitive information.

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

Have an open-minded, non-judgemental, empathetic outlook.

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

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:

For Occupational Therapy:

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

Be eligible for professional membership of Occupational Therapy Australia

Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

For Psychology:

Be registered or eligible for general registration with Psychology Board of Australia

Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

For Social Work:

Hold a degree in Social Work

Be eligible for membership of the Australian Association of Social Workers

Be registered under the Working with Vulnerable People Act 2011 (ACT)

Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Highly Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Kannan Sakthivel 512 40220 Kannan.Sakthivel@act.gov.au

Nursing and Midwifery and Patient Support Services

Nursing and Midwifery Resource Office Nurse Manager Registered Nurse Level 3.2 \$129,103, Canberra (PN: 12050 - 022QC)

Gazette Date: 24 May 2022

Closing Date: 10 June 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:

www.canberrahealthservices.act.gov.au

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

ABOUT YOU

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

Personal Attributes:

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

- Strong management and leadership background.
- Adaptability and flexibility to accommodate change and provide responsive services to meet organisational need.
- Excellent interpersonal and communication skills.

Position Requirements/Qualifications:

- 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).

Desirable:

- Recent previous experience in human resource management and rostering.
- Post graduate qualifications in nursing, education or related field.
- Current driver's licence.

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

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: Chris Harris (02) 5124 7130 Christopher.harris@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Director of Allied Health

Director of Allied Health

Senior Occupational Therapist

Health Professional Level 3

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 33951 - 0231V)

Gazetted: 20 May 2022

Closing Date: 6 June 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

Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

We partner with our health care consumers, their family, carers, government, and community organisations to ensure that they receive the best possible care during their treatment and recovery.

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

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The AMHDS Occupational therapist/s focus on therapeutic intervention and education programs specifically targeted at promoting a person's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues. They conduct sensory profile assessments and sensory modulation interventions. If appropriately trained they may also contribute to the Dialectical Behavioural Therapy program. The AMHDS is located at the University of Canberra Hospital.

ABOUT YOU

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

Behavioural Capabilities

Ability to manage confidential and sensitive information.

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.

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

Position Requirements/Qualifications:

Relevant tertiary qualifications in Occupational therapy and a minimum of three- five years post-qualification experience including significant experience in a relevant clinical area and of supervising staff.

The successful applicant must be registered or eligible for registration with the Occupational Therapy Board of Australia.

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.

Contact Officer: Kannan Sakthivel 512 40220 Kannan.Sakthivel@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Service for people with Intellectual Disability

Step-Up-Step Down, Clinical Nurse Consultant

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 33437 - 022QE)

Gazetted: 20 May 2022

Closing Date: 3 June 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

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community, including the Home Assessment and Acute Response Team (HAART) which provides community-based crisis interventions and support.

This RN3.1 position will provide clinical leadership, in reach and support for the Southside Community Step Up Step Down (SCSUSD) facility and outreach service. This is a community-based mental health service that provides specialist care for people needing additional support that cannot be provided safely in their usual home environment. SUSD services focus on prevention and recovery care. They provide:

support to prevent a deterioration in a person's mental health and unnecessary hospital admissions (Step Up).
a gradual transition for people exiting acute mental health inpatient units and going back to their usual home environment (Step Down).

People admitted to the SCSUSD will receive 24/7 psychosocial and rehabilitation support provided by a contracted community agency and outreach support after their discharge. This RN3.1 position and other mental health services will deliver the specialist mental health services to this 6-bed facility and outreach service.

The position reports to the MHS-ID Team Leader for line management purposes including clinical governance but will also work closely in partnership with the community agency providing 24/7 psychosocial support for the facility and outreach services.

Centre.

ABOUT YOU

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Behavioural Capabilities

Demonstrated leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment.

Higher level communication skills and the ability to develop and maintain networks across CHS and with external parties.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

Flexibility and initiative to be able to work effectively with multidisciplinary teams.

Position Requirements/Qualifications:

Mandatory

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with Australian Health Practitioners Regulatory Agency.

Extensive clinical experience, minimum of three years postgraduate.

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

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

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such.

Experience in working in partnership with community and emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Janelle Walker 02 51241144 janelle.walker@act.gov.au

Rehabilitation Aged and Community Services

Community Care Program

Community Nurse

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 28244, several - 022YU)

Gazetted: 20 May 2022

Closing Date: 7 June 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.

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

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

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services

The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT.

ABOUT YOU

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Behavioural Capabilities

Demonstrate initiative and enthusiasm within the workplace.

Well-developed communication and interpersonal skills.

The ability to work autonomously and as part of a multi-disciplinary team.

Highly organised and well-developed time management skills.

Position Requirements/Qualifications:

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

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

Tertiary qualifications (or equivalent) in Nursing.

Current Driver's license.

Experience as a registered nurse in the community setting (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.

Notes: These are temporary position available for a period of six months with possibility of extension and/or permanency.

Contact Officer: Sonia Knight 51241484 Sonia.Knight@act.gov.au

Women, Youth and Children

Booking and Scheduling

Administration Manager

Executive Level Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: Expected Vacancy 21434 - 02220)

Gazetted: 20 May 2022

Closing Date: 3 June 2022

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POSITION OVERVIEW

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in CHS, Community Health Centres, client's homes, schools and Child and Family centres.

The position provides management and leadership to Women Youth and Children Administration staff located at Centenary Hospital for Women and Children, as well as WYandC community Based services. The role involves managing staff who are performing front line services duties including booking appointments, referral management, screening telephone calls, and clinic support. The role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS and Clinical Portal is required. Demonstrated ability in problem solving as well as small involvement in project management and quality and improvement is highly desirable. This role ensures high quality customer service standards are maintained and provides support and assistance to the Women, Youth and Children's Management team as necessary.

ABOUT YOU

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Behavioural Capabilities

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

Adaptability to accommodate change and new ideas.

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

Position Requirements/Qualifications:

Ability to type with speed and efficiency.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

Hold a current driver's license.

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Mitchel Green 5 1247491 Mitchel.Green@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$129,103, Canberra (PN: 34421 - 02305)

Gazetted: 23 May 2022

Closing Date: 2 June 2022

Our Vision: creating exceptional health care together

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

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POSITION OVERVIEW

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

Forensic Mental Health Services is seeking an experienced mental health nurse to fill the Clinical Nurse Consultant role for our Custodial Mental Health team. Custodial Mental Health provides acute crisis mental health services and psychiatry services within the ACT's two correctional centres. If you are calm, flexible, have excellent communication skills, and enjoy working as part of a team, then please consider applying for this role.

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

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

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

Custodial Mental Health (CMH) provides multidisciplinary, community equivalent, mental health care to detainees experiencing moderate to severe mental illness and those at risk of self-harm and suicide in the ACT's two custodial centres, the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). CMH operates a seven-day service including public holidays. As a specialist service, FMHS supports continuing professional development via regular access to internal and external education activities and clinical supervision. Custodial allowance applies (Please refer to the *ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019* for a full account of employment conditions).

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Resilience and calm in the face of conflict or uncertainty.

Ability to lead others, communicate with influence, and resolve conflicts

Position Requirements/Qualifications:

Mandatory:

Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.

Minimum five-years post-qualification experience in mental health nursing.

Desirable:

Experience of working in a custodial or similar setting

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.

Note: This is a temporary position available for six 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.

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

Contact Officer: Leigh Thompson (02) 5124 2136 leigh.thompson@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 26357 - 022UO)

Gazetted: 23 May 2022

Closing Date: 8 June 2022

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The position is situated within Adult Community Mental Health Services (ACMHS) which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres. This position will be based at the Phillip Health Centre, Phillip ACT.

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

The program operation is based on the ACMHS model of care (MoC) which aims to improve the responsiveness and diversity of services offered to people. The MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions

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

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

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the MoC will allow greater opportunity for clinicians to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is on site in the health centre. The position is supported by a cohesive multidisciplinary team, including other Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists and Allied Health Assistants.

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

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Hold a current driver's licence.

Contact Officer: Carla Ormston 5124 1269 Carla.Ormston@act.gov.au

Finance and Business Intelligence

Health Information Services

Clinical Forms Manager

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 33324 - 022XH)

Gazetted: 23 May 2022

Closing Date: 6 June 2022

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POSITION OVERVIEW

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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, for providing strong operational finance and performance reporting analysis across the health service, and the management of clinical records. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and Health Information Services.

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

The Clinical Records Forms Office is responsible for maintaining the Clinical Forms Register and coordinating the design, development, review and approval of clinical records forms, stickers, labels and templates. This includes managing electronic forms and user interactions with the electronic clinical record application.

This position is responsible for managing and overseeing the creation and distribution of clinical forms. This involves managing a small team to meet deliverables. This position requires an in-depth working knowledge Australian Standards AS2828:2019 and of all procedures related to document clinical record management and legislation around privacy.

Management responsibilities include staff selection, training, performance management, workflow and allocation of resources to meet service delivery requirements and compliance with the organisations risk management and clinical and corporate governance.

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:

Attention to detail

Strong communication skills

Can work effectively within a team environment

Strong problem-solving skills

Position Requirements/Qualifications:

Desirable:

Previous experience and/or qualification in graphic design or using desktop publishing software such as Adobe

InDesign, Illustrator and Acrobat

Experience in the use and development of clinical record forms

Knowledge or understanding of electronic forms and their development

Understanding of design processes and principles

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Robyn Lunt 5124 3331 Robyn.Lunt@act.gov.au

Canberra Health Services

Allied Health

Acute Allied Health Services, Physiotherapy

Physiotherapist Outpatients

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 57426, several - 022UK)

Gazetted: 24 May 2022

Closing Date: 7 June 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

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

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

Physiotherapists play a key role in the multidisciplinary management of orthopaedic patients across the care continuum.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory:

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

Tertiary qualifications or equivalent in Physiotherapy

Applicants must have a minimum of three years post-qualification experience.

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 eight months with the possibility of extension. One of the positions is full-time and the other is part-time available at 22.03 hours per week. The part time position can be negotiated with service, the full-time salary noted will be paid pro-rata.

In addition to Duty Statement, successful applicants will be required to participate in after hours roster. A merit selection list from this recruitment round may be used to fill temporary or permanent vacancies within 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 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: Jane Hemolin (02) 5124 2154 Kerry.Boyd@act.gov.au

Women, Youth and Children

Child at Risk Health Service

Specialist 1-5 / Senior Specialist - Paediatrician

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 57223 - 0226T)

Gazetted: 19 May 2022

Closing Date: 30 June 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

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POSITION OVERVIEW

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website: <https://www.CanberraHealthServices.act.gov.au/>

An exciting opportunity exists for a Paediatrician with experience in the delivery of forensic assessment and holistic medical care for children who have experienced abuse and neglect. The successful candidate will provide expert medical advice and guidance; contributing to the ongoing development of a dynamic and innovative service that delivers high quality, evidenced based best practice medical services for children and families, encompassing: Holistic, trauma informed care for children at increased risk of poor health and developmental outcomes due to child abuse and neglect

Streamlined service pathways and assisted navigation for consumers

Cross service collaboration and integrated service delivery

Comprehensive multidisciplinary care

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context.

The Child At Risk Health Unit (CARHU) is an multidisciplinary team that provides specialist health services to children, young people and their families or carers who have been affected by abuse and/or neglect. The medical staff work in collaboration with police, child protection services and community-based agencies to support the health and wellbeing of vulnerable children.

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

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

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

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

ABOUT YOU

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Behavioural Capabilities

Strong clinical and communication skills in a multidisciplinary context

The ability to work respectfully in partnership with a range of stakeholders

Strong organisational skills for example, the timely provision of medico-legal reports

Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australasian College of Physicians (RACP) or equivalent specialist qualifications.

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

WHAT YOU REQUIRE

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

Proven experience in the fields of developmental paediatrics, behaviour and child protection including forensic medical assessments, and ability or willingness to attend court matters arising out of medical assessments and as an expert witness.

Demonstrated high level of communication and interpersonal skills, including an ability to provide mentorship, work as a team member in a multidisciplinary environment, and liaise within the health system and with external agencies.

Demonstrated ability and active commitment to undergraduate and postgraduate teaching and supervision of medical, nursing and allied health professionals.

Demonstrated knowledge of current developments and practices in the field of Paediatrics and Paediatric Forensic Medicine with the ability to apply these to research, training professional development and quality management activities.

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

To be considered for a Senior Specialist position, you will also be assessed against two or more of the following selection criteria:

Clinical: Show advanced clinical expertise in their speciality area, which may include the ability to work without supervision, as recognised by their peers.

Safety and Quality: Provide leadership through:

a demonstrated ability to be effective in leading safety and quality activities, including experience relevant to specialist college accreditation

providing senior medical input to the safety and quality activities of the medical unit and clinical division, and participating actively in specialist college accreditation, as overseen by the Australian Medical Council.

Teaching: Provide senior input using demonstrated experience in the development and provision of teaching and training at CHS and services in the surrounding region.

Research: Undertake speciality-specific research and/or have relevant publications of research in a respected health or medical journal.

Administrative functions: Support the medical unit director in the administration of the unit and provide senior medical input to the development of policies and practices of the unit.

Contact Officer: Mary Burke (02) 5124 2712 Mary.Burke@act.gov.au

**Older persons Mental Health Community Team
Mental Health, Justice Health, Alcohol and Drug Service
Registered Nurse L3**

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 25306, several - 021Q8)

Gazetted: 24 May 2022

Closing Date: 9 June 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

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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

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website: www.canberrahealthservices.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.

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.

The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service.

The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short-term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home-based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission.

This is a senior clinical position that will sit within any of the three sub teams providing direct person-centred care. At this level the RN3 will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The RN3 will contribute their expertise to the multidisciplinary team, provide supervision to staff at Levels HP 2 and 1 and support the Team Leader in change processes. The RN3 will undertake quality initiatives to promote service delivery at a standard of best practice.

ABOUT YOU

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Eligibility/Other Requirements:

Mandatory:

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

Current drivers licence.

Desirable:

Post Graduate qualifications in Mental Health Nursing or working towards.

Prior to commencement successful candidates will be required to:

undergo a pre-employment Police check.

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

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

Contact Officer: Jody Alexander 0251241980 Jody.Alexander@act.gov.au

Recruitment Services, People and Culture

Workforce Relations

Recruitment Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 25942 - 0236L)

Gazetted: 25 May 2022

Closing Date: 10 June 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

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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

The People and Culture Branch is responsible for strategic and operational management, ensuring the effective and efficient operation of strategic people management advice, policy, and programs across CHS. Under broad direction, you will play a key role in providing day to day recruitment support and advice to managers and staff across CHS on all matters relating to recruitment and establishments.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

Desirable:

- Knowledge or experience with an e-recruitment system
- 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.

Contact Officer: Grace Taverner (02) 5124 9614 Grace.Taverner@act.gov.au

People and Culture

Workforce Capability

Advanced Life Support Clinical Educator

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 26546 - 0233D)

Gazetted: 25 May 2022

Closing Date: 3 June 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

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity and inclusion, general clinical, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Overview of the work area and position:

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (LandD) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS. This position reports to the Assistant and Senior Directors of WC.

The purpose of this role is to work in partnership with clinical teams from across the health service to ensure the delivery safe and effective care to deteriorating health care consumers. The role coordinates advanced and basic Life support education and training and simulated practice for the inter-professional workforce.

In this position, you will fulfil a quality and safety role consistent with the CHS "Exceptional Care Framework". You will work as part of an inter-professional education team and with key life support stakeholders to provide leadership, support and advice about life support training and practice.

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 customer service and leadership skills;

Strong organisational and communication skills to work with diverse clinical stakeholders to provide training and education within work units;

Ability to provide flexible training to inter-professional groups;

Understands strategic thinking and applies it to achieve key quality and safety objectives.

Position Requirements/Qualifications:

Mandatory:

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse and with Australian Health Practitioners Regulatory Agency.

Recent clinical experience in a critical care nursing.

A current certificate as an Advanced Life Support Instructor from a recognised external training organisation.

Sound understanding of the principles of education and adult learning.

Experience in the development and facilitation of simulated learning and assessments including clinical debrief.

Desirable:

Commitment and accountability to own learning, development and practice with postgraduate qualifications in critical care nursing and/or education with extensive relevant experience.

Certificate IV Training and Assessment or equivalent and experience in teaching is desirable

Competent in Paediatric Life Support

A sound understanding of Microsoft Suite in particular Excel and the use of spreadsheets

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 part-time position available for eleven months with the possibility of extension and/or permanency at 32 hours (four days) per week, the full-time salary noted will be paid pro-rata.

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: Deborah Moore (02) 5124 7057 Deborah.Moore@act.gov.au

Office of Research

Senior Project Officer, Learning Organisation

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 57495 - 0231F)

Gazetted: 25 May 2022

Closing Date: 8 June 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

Reporting to the Executive Director of Research and Academic Partnerships, the Senior Project Officer will lead, organise and help execute strategic organisational-wide projects related to learning and teaching, with the overall aim of delivering continuous system-wide improvements through multiple Learning Health System domains. The Senior Project Officer will provide

high-level advice and support to the Executive Director Research and Academic Partnerships and will be a secretariat of the CHS Learning and Teaching Committee with specific responsibilities centred on projects that contribute to an advanced learning organisation that is centred on providing exceptional care.

This is a key management role offered in temporary position requiring a high level of innovation, experience and project management skills. In this role, you will be required to engage with senior leaders in the organisation to

develop and support their teams and partners in change management activities, as well as championing new processes through the organisation to support a positive learning culture, whilst creating reciprocal partnerships.

ABOUT YOU

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Behavioural Capabilities

Well-developed collaboration, leadership and management experience, including ability to collaborate with others to achieve results.

High level interpersonal skills in order to influence and lead change.

Effective communication skills and the ability to develop and maintain networks across CHS and our academic partners.

Position Requirements/Qualifications:

Relevant post graduate qualifications at master's level is preferred

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

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

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

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: Imogen Mitchell (02) 0411 402 892 imogen.mitchell@act.gov.au

Medical Services

Medicine

Pharmacy

Trainee Pharmacy Technician

Trainee Technical Officer \$57,188 - \$63,113, Canberra (PN: 37392, several - 022WX)

Gazetted: 25 May 2022

Closing Date: 10 June 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

ABOUT YOU

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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 personal drive

High level customer service skills

Ability to maintain high work standards and accuracy

Ability to role model our departmental team charter

Position Requirements/Qualifications:

Applicants are required to demonstrate enrolment in Certificate III in Hospital-Health Services Pharmacy Support if successful in the recruitment process and complete the certificate within the 18 month employment contract.

Previous experience working in a hospital or community pharmacy is highly desirable.

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

Work across multiple CHS 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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Be registered under the *Working for Vulnerable People Act 2011*.

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: These are temporary positions available for 18 months with possibility of extension and/or permanency.

Contact Officer: Keat Gan 51242118 Keat.Gan@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

CAMHS - Eating Disorders Clinical Hub

Clinical Manager

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 57623 - 0232K)

Gazetted: 25 May 2022

Closing Date: 10 June 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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Behavioural Capabilities

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

- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable and comfortable with a changing working environment.

Position Requirements/Qualifications:

Mandatory for all disciplines:

- Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of one years' post-qualification experience working professionally in respective field.
- A current driver's licence.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT Working with Vulnerable People Act 2011

Highly desirable for all disciplines:

- Experience working with children, young people, and adults with a Mental Illness.
- The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.
- 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 reference checks.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Undergo a pre-employment National Police Check.

Note: An Order of Merit may be used to fill future identical full time and part time temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only.

Contact Officer: Deepa Ambalakunnil 51241407 Deepa.Ambalakunnil@act.gov.au

Allied Health

Acute Allied Health Services - Physiotherapy

Physiotherapy HITH

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 46438 - 0234A)

Gazetted: 25 May 2022

Closing Date: 13 June 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Canberra Health Services Division of Allied Health provides a range of allied health services across clinical Divisions of Canberra Hospital. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

The HITH Physiotherapist is a key role in the multidisciplinary management of Hospital in the Home patients providing care consistent with HITH principles of Hospital bed substitution and care close to home

Equitable care

Patient and family centred care

Integrated care and

Cost neutral

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

The HITH physiotherapist is part of a broader Cardiorespiratory Physiotherapy team. Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory:

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

Tertiary qualifications or equivalent in Physiotherapy.

Applicants must have a minimum of three years post-qualification experience.

Current driver's licence.

Other:

The successful applicant will need to be available for weekend, after-hours and/or shift work pattern depending on the clinical area.

HP three's in the Cardiorespiratory team may work or rotate across different service areas to meet operational requirements and to support staff development opportunities.

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: Katherine Goodsell 5124 2154 Katherine.Goodsell@act.gov.au

Medicine

Specialist 1-5 / Senior Specialist – Canberra Sexual Health Service

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 57494 - 022Y2)

Gazetted: 25 May 2022

Closing Date: 2 June 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.CanberraHealthServices.act.gov.au/>

Canberra Sexual Health Centre is based at The Canberra Hospital in Garran, ACT. We provide clinic-based care as well as an outreach program in non-clinical settings. Our key clinical care work spans sexually transmissible infections, HIV and transgender health. We have a strong philosophy of teamwork, evidence-based practice and continuing professional development, which is supported by a weekly in-service program.

Canberra Sexual Health Centre is an accredited site for Advanced Training in Sexual Health Medicine, Royal Australasian College of Physicians.

The sexual health specialist position will provide:

clinical consultation

medical resident and registrar supervision and nursing staff clinical support

contribute to the teaching and training of medical students and other health care professionals

contribute to research, evaluation, and quality improvement

actively contribute to administration and management of the unit

Approximately 80% of time will be spent in a clinical role with patients attending the sexual health centre or associated clinical duties.

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

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

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

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:

Highly motivated with strong organisational and time management skills.

Capacity to contribute to a positive, strong and cohesive interprofessional culture.

Adaptability and flexibility to manage changes in demand.

Personal and professional integrity.

Position Requirements/Qualifications:

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

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

Possession of a higher medical qualification as provided for in the ACT Medical Staff certified agreement:

Fellowship of Australasian Chapter of Sexual Health Medicine (RACP) or equivalent specialist qualifications.

Must be S100 HIV prescriber

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment 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 three months with the possibility of extension.

Infection Prevention and Control Unit

Clinical Nurse / Midwifery Consultant

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 19170 - 0234G)

Gazetted: 25 May 2022

Closing Date: 13 June 2022

Our Vision: creating exceptional health care together

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

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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

The Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the Infectious Diseases medical staff to minimise infection risks for patients, health care workers, and the public.

The Unit strives for excellence in achieving this aim through ongoing programs including staff and public education, policy development and review, and surveillance of hospital-acquired infections; key input in location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and be responsive to meet needs

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

Holds or is working towards tertiary qualifications in Infection Control.

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 eleven 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.

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

Contact Officer: Leanne Muir (02) 5124 3695 leanne.muir@act.gov.au

Women Youth and Children

Maternal and Child Health Services

Clinical Development Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 41968 - 0233L)

Gazetted: 25 May 2022

Closing Date: 9 June 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:

www.canberrahealthservices.act.gov.au

Maternal and Child Health nurses are supported by the National Framework for Universal Child and Family Health services.

MACH Nurses are guided by the seven standards outlined in the National Standards of Practice for Maternal Child and Family Health nurses in Australia (2017).

Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

All MACH Nurses deliver services across the ACT from health centre locations to outreach clinic sites.

Supporting families, parents and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCCHP seeks to contribute to this objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support.

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate changing needs of graduate and postgraduate nurses across MACH.

Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Relevant eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of two years' experience working professionally in Child and Family Health is preferred.

Hold a Certificate IV in Workplace Training and Assessment or nationally recognised vocational competency units in competency assessment and work-based training.

Relevant tertiary qualifications are highly desirable, including midwifery, paediatrics and education.

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.

Provide the names of two referees, one being your current manager

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

Contact Officer: Vanessa Bakker (02) 5124 1538 sally.haseler@act.gov.au

Procurement and Supply

Supply

Assistant Director, Supply Chain

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 17666 - 02312)

Gazetted: 25 May 2022

Closing Date: 10 June 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

Finance and Business Intelligence (FBI) provide strategic and operational financial and performance information to Canberra Health Services. Additionally, the branch manages procurement, supply, revenue, patient accounts services and health information services.

The Assistant Director, Supply Chain (SOGC) is a critical role within our organisation that reports to the Director, Supply Chain under the Senior Director (Infrastructure Manager/Specialist 3), who leads the Procurement and Supply Branch within FBI.

The role has responsibility for the delivery of supply chain services for CHS including project management, governance, compliance, reporting and analysis.

As part of the Procurement and Supply Branch senior officers team, the role will ensure that:

supply chain activities are consistently managed across the organisation;

compliance with all relevant legislation is achieved;

best practice supply chain processes are implemented; and,

value for money is achieved for CHS.

We are seeking a supply chain specialist with a strong customer centric approach to their practice. You will be familiar with procurement principles and enjoy working in partnership with others. You will provide specialist advice and support to stakeholders to facilitate the successful delivery of procurement activities, in accordance with CHS procurement processes. The Assistant Director of Supply Chain will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences. In addition, we are looking to develop skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and lead others in a dynamic environment.

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

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Behavioural Capabilities

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

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

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

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

Position Requirements/Qualifications:

Relevant tertiary qualifications and experience in either clinical, operational management or policy development including extensive analytical background within a health care system are highly desirable
a minimum of five years' experience working professionally in a public sector and /or demanding client project environment is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Jacqueline Williams 02 5124 2979 Jacqueline.williams@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

CAMHS - Eating Disorders Clinical Hub

Clinical Manager/Weekend Worker

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 23946 - 0232P)

Gazetted: 24 May 2022

Closing Date: 9 June 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

CAMHS is seeking a dynamic and experienced Health Professional Level 3 to undertake the role of the duty officer with CAMHS Community Teams. Under the direction of the Clinical Team Manager, the HP3 will provide expertise in triage, referral management and mental health assessment, including risk assessments and provide clinical support to HP1 and HP2 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

In this role there is a requirement to work part-time hours to include rotating Saturdays, Sundays and public holidays, from 8:30am to 16:51pm.

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

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Behavioural Capabilities

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

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

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

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

Position Requirements/Qualifications:

Mandatory for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of three years' post-qualification experience working professionally in respective field, five+ years' post qualification experience is preferred.

A current Driver's Licence.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

Highly Desirable for Psychology:

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

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

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT Working with Vulnerable People Act 2011

Highly desirable for all disciplines:

Experience working with children, young people, and adults with a Mental Illness.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This is a part-time permanent position available at 29.40 hours per week and the full-time salary noted above will be paid pro-rata.

An Order of Merit may be used to fill future identical full time and part time permanent and temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only.

Contact Officer: Simone Clarke Simone Clarke (02) 5124 3133 Simone.Clarke@act.gov.au

Canberra Institute of Technology

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

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

Corporate Services

Facilities Team

Facilities Caretaker

General Service Officer Level 3 \$53,149 - \$55,129, Canberra (PN: 54164)

Gazetted: 24 May 2022

Closing Date: 5 June 2022

Details: Canberra Institute of Technology (CIT) is seeking applications for the position of Caretaker Facilities.

This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including a state-of-the-art new Woden campus.

We are looking for a confident individual to manage the afternoon and evening shift with core responsibilities for overseeing any afternoon trade works, issuing and receiving facility access keys, responding to facility related requests, locking buildings, and setting alarms at the end of the shift.

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

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

Eligibility/Other requirements

Essential: Hold a current drivers' licence.

Highly Desirable: Knowledge of facilities management.

Note: Expected working hours are between 2:30pm and 10:30pm each weekday. While this position is predominately located within the Bruce Facilities Team, you may be required to provide support across other campuses. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Colson 0412 931 834 Sean.Colson@cit.edu.au

CIT Education and Training Services

CIT Yurauna

Student Support Coordinator

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 17035)

Gazetted: 23 May 2022

Closing Date: 30 May 2022

Details: Experience the Difference, make the Difference at Canberra Institute of Technology (CIT) Yurauna. Are you qualified and experienced in your vocation? Are you interested in working with people to support them to make their dreams a reality? If you can empower others, have strong work ethics, administration skills as well as experience working with Aboriginal and Torres Strait Islander people, then you may be the person for the role.

We are seeking potential people that are engaging, organised, adaptable and a team player that can work without direction and have excellent communication skills. This role will be to focus on student success and course completion.

At CIT Yurauna we are privileged to work with students to support them to overcome barriers to complete their courses, to gain qualifications for employment outcomes.

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* may be required.

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

Desirable: Current Drivers Licence, Diploma Business Administration or equivalent, CIV Training and Assessment or ability to achieve.

Note: This is a temporary position up until 3 March 2023 with possibility of extension.

How To Apply: Interested applicants to provide a two-page pitch outlining relevant skills, experience, and ability to work in a dynamic and constantly evolving environment, describe how they believe they can contribute to CIT's strategic objectives.

Pitch must be submitted together with a current curriculum vitae and Confirmation of Aboriginality. The relevant skills and details of the role can be found in the attached Position Description.

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

Contact Officer: Catherine Law (02) 62073435 Catherine.Law@cit.edu.au

Education and Training Services

CIT Trade Skills

Automotive, Metals and Logistics

Automotive Metals and Logistics Co-ordinator

Teacher Level 2 \$113,447, Canberra (PN: 52900)

Gazetted: 19 May 2022

Closing Date: 2 June 2022

Details: Canberra Institute of Technology is seeking an experienced senior teacher to fill the role of Teacher Level 2 in CIT Trade Skills, Automotive Metals and Logistics department located at Fyshwick Campus specialising in the emerging Electric Vehicle industry.

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

The successful candidate will also need to foster and bolster new and emerging partnerships and sustain collaborative relationships with community, industry, and other key stakeholders.

The successful applicant will need a strong background in the Automotive industry and in Vocational Education and Training.

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

Eligibility/Other requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022, sub-Clause 40*.

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

Industry Experience:

In accordance with *sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022*.

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

Certificate III in either of the following but not limited to:-

Light Vehicle Mechanical Technology.

Heavy Commercial Vehicle Mechanical Technology.

DESIRABLE:

Leadership and management experience.

Any OEM (Original Equipment Manufacturer) Electric Vehicle Training.

High Digital literacy.

Note: This is a temporary position available until 31 December 2022 with the possibility of extension.

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the *Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements*.

How to Apply: Applicants are required to address the Selection Criteria and to provide a current curriculum vitae along with the names of two referees. Response to the Selection Criteria should be concise and demonstrate capability, currency and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Evan Street (02) 62073814 Evan.Street@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

DDTS

Strategic Business Branch

Portfolio Delivery Office

Assistant Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 36352)

Gazetted: 24 May 2022

Closing Date: 7 June 2022

Details: Reporting to the Program Manager, Portfolio Delivery Office, Education Program, project manage a range of IT infrastructure and software projects for the Education Directorate. The infrastructure projects will range from minor refurbishments of schools, through to the build of brand-new schools. Note that you will only be responsible for the IT components of these works.

Demonstrated ability to manage multiple projects, work to competing deadlines and achieve results in a busy, small team environment with limited supervision.

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:

The Project Manager role is part of a multi-disciplinary team within Strategic Business, Portfolio Delivery Office, Education Portfolio Delivery. This position involves the direct supervision of ASO level staff, who will provide the technical knowledge to assist with the delivery of the projects. You will also be required to liaise with other technical teams, key Directorate stakeholders and vendors as required.

Relevant highly developed knowledge and understanding of project management and/or business analysis processes and their application.

Relevant formal qualifications in a recognised business analysis or project management discipline would be highly desirable.

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

Note: The role includes the requirement to attend sites that are subject to vaccination mandates under a public health direction, the successful candidate must be willing and able to comply with all relevant public health directions in the performance of the advertised role.

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

This is a temporary position available until May 2023 with possibility of extension and/or permanency.

How to Apply: In two pages or less tell us:

Why you want the role?

What you would bring to the role?

What you would get out of it?

About an achievement that you are most proud of

A current curriculum vitae.

Two referees with a thorough knowledge of your work performance. 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 referees.

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

Contact Officer: Nicole Duffy 0409557857 Nicole.Duffy@act.gov.au

Executive Group Management, Corporate

Temporary Vacancy (4 July 2022 to 17 July 2022)

Chief Minister, Treasury and Economic Development Directorate

Corporate

Position: E790

(Remuneration equivalent to Executive Level 2.2)

Date circulated: 23 May 2022

Circulated to: ACTPS Senior Executive List

Expressions of interest are sought for the position of Executive Group Manager, Corporate. This temporary vacancy is from 4 July 2022 to 17 July 2022.

The Executive Group Manager, Corporate, reports to the Director-General, CMTEDD and works collaboratively with the Under Treasurer, Deputy Directors-General and other Executives within CMTEDD, as well as with other key government and non-government stakeholders. This key role leads corporate governance, strategic human resources and digital strategies across the directorate, as well as the delivery of a range of corporate services. The position requires outstanding leadership, relationship management and communications skills. A commitment to public service integrity and people management is essential. Applicants should have demonstrated leadership experience in public sector governance and people capability management, and a demonstrated capacity to contribute to and support various activities across the directorate.

For further information please see the Executive Capabilities attached.

To apply: Interested candidates should submit a short EOI, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae via email to robert.wright@act.gov.au by COB Monday 30 May 2022.

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 \$294,706 - \$307,869 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,249.

Contact Officer: Robert Wright 0404 455 574 robert.wright@act.gov.au

Workplace Safety and Industrial Relations

Data, Analytics and Finance

Director - Data and Analytics

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 34745)

Gazetted: 20 May 2022

Closing Date: 17 June 2022

Details: This is an opportunity for individuals who are interested in data and analytics in the areas of workplace health and safety, workers' compensation, managerial finance, and self-insurance to join the Data, Analytics and Finance Team (DAFT) within the Workplace Safety and Industrial Relations (WSIR) Group in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

Duties include managing data governance; developing and curating datasets for analysis; and developing tools that facilitate better use of data and add value across a wide range of business processes. Duties also include providing a range of reporting and analytics services to other teams within the WSIR Group, CMTEDD and other ACT Government Directorates and agencies as well as external stakeholders and partners.

The successful applicant must be able to work independently, or as part of a team.

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: Tertiary qualifications and/or equivalent relevant experience in actuarial studies, statistics, data science, accounting, finance, or other related disciplines is highly desirable. Experience in the areas of insurance, work health and safety, work-related injury management or workers' compensation would be an advantage.

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

This position is 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 your current curriculum vitae, details of two referees, and an expression of interest statement that is no more than two pages to describe your relevant skills and experience.

You should consider the Position Description and include information that provides evidence of your suitability against the duties and capabilities outlined. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mikaela Turner (02) 6207 2557 Mikaela.Turner@act.gov.au

Access Canberra

Transport Licensing

Business Support and Training

Form and Content Designer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 23118)

Gazetted: 20 May 2022

Closing Date: 3 June 2022

Details: Do you love designing web pages and forms?

We are looking for a hardworking team player who has excellent attention to detail to fill the Form and Content Designer role in the Transport Licensing section of Access Canberra. This position is responsible for researching, designing, and implementing forms, letters, publications, and website content. The information on our forms and web pages is crucial for providing information to the ACT Community and supporting our staff.

The successful applicant needs to be motivated, have excellent attention to detail and have well-developed oral and written communication skills. In addition, you need to be good at liaising with different groups and grasp new technology and processes quickly. If you are willing to work as a senior team member in a fast-paced environment - please apply!

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

Eligibility/Other requirements: Experience in Indesign and SharePoint is highly desirable

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.

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

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and abilities against the Skills, Knowledge and Behavioural Capabilities outlined in the Position Description, and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Raczkowski (02) 6205 9775 Belinda.Raczkowski@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services

Service Assurance

Assistant Director ICT Purchasing

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 41901)

Gazetted: 20 May 2022

Closing Date: 3 June 2022

Details: This position is to supervise the ICT Purchasing Team and manage the purchasing of ICT goods and services on behalf of the ACT Government. Undertake complex financial reporting and monitoring of ICT purchases including procurement and disposal of assets.

WHAT YOU WILL DO

Liaise with ACT Government staff and suppliers in relation to the purchasing of ICT assets.

Undertake financial reporting on ICT Purchasing and track the purchase of goods and services.

Manage orders and undertake some contract and purchasing actions with external suppliers.

Undertake research and analysis and apply the findings to improving information in systems.

Manage the monthly disposal process by liaising with Finance, Disposal broker and suppliers.

Facilitate and attend monthly vendor engagement meetings.

Manage the online ICT Catalogue portal (ICT Assets Only) for whole of ACT Government.

This position does involve direct supervision of staff.

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

Eligibility/Other Requirements:

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Knowledge of the Information Technology Infrastructure Library (ITIL) framework would be advantageous.

Financial management - Monitors and maintains financial records to agreed requirements for compliance and audit. Assists with identifying and calculating process, service, project and component costs for financial planning and budgeting. Collates required financial data and reports for analysis and to facilitate decision-making.

Contract management - Sources and collects contract performance data (such as pricing and supply chain costs), and monitors performance against key performance indicators. Monitors progress against business objectives specified in the business case. Proactively manages risk and reward mechanisms in the contract. Identifies and reports under-performance and develops opportunities for improvement. Monitors compliance with terms and conditions and takes appropriate steps to address non-compliance. Identifies where change is required and plans for variations. Ensures, in consultation with stakeholders, that change management protocols are implemented.

Service Level Management - Monitors service delivery performance metrics. Liaises with stakeholders to help them plan for a deterioration in service and/or breaches of service level agreements.

Behavioural Capabilities

Leadership expertise in delivering agreed business outcomes by taking initiative, organising resources and setting clear direction and providing guidance and mentoring for the team.

Ability to establish and maintain effective and diverse business partnerships, including with senior stakeholders, through collaboration, engagement, responsiveness and influence.

Advanced analytical skills, particularly the ability to understand numerical and financial data and how issues integrate, and to make rational judgements and decisions from available information.

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment.

Compliance Requirements / Qualifications

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

Driver's license C Class is essential.

Note: This is a temporary position available immediately until 30 November 2022 with the possibility of extension up to 12 months. Selection may be based on written application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit an application of no more than two pages outlining what you could contribute to this important role, and details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce Abdilla (02) 6207 6851 bruce.abdilla@act.gov.au

Shared Services

Finance Services

Finance Operations

Finance Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 54210)

Gazetted: 20 May 2022

Closing Date: 27 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.

You will be someone who is able to work cooperatively within a team environment, be a strong and clear communicator with exceptional time management skills. You will also 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 environment. Previous experience in a finance operations or processing environment 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.

Note: This is a temporary position available immediately for six months with the possibility of extension 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 highlights your skills and experience in a finance operations, processing or similar environment.

When preparing your application please ensure you review the writing and style requirements and guidance available on the [Home - Careers and Employment \(act.gov.au\)](https://www.act.gov.au/home-careers-and-employment) website.

A current curriculum vitae should be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Darren Leseberg (02) 62076845 Darren.Leseberg@act.gov.au

Access Canberra

Corporate Support and Capability

Business Analyst

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 20019 , several)

Gazetted: 20 May 2022

Closing Date: 7 June 2022

Details: Access Canberra's Strategic ICT team is seeking applications for the position of Business Analyst to successfully undertake research, analysis, requirements gathering, and documentation to enable change within the business area.

This is an exciting opportunity to be part of a dynamic team environment contributing to the delivery of projects which make it easy for the ACT community to access and use ACT government services and information. This role will directly contribute to enhancing the liveability of the city and the region in which we live.

The Strategic ICT team is responsible for managing the program of works associated with maintaining a range of digital capabilities and ICT systems enabling and supporting the ongoing evolution of services provided by Access Canberra. As a Business Analyst in the team, you will be responsible for leading and contributing to the delivery of a range of projects associated with the regulatory and service delivery functions that Access Canberra provides the community.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications are highly desirable.

Competency in the use of relevant Business Analysis tools and techniques (E.g., Azure Devops, Business Process Modelling) is highly desirable.

Note: These are temporary positions available for up to 12 months with possibility of extension or permanency.

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

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 submit a pitch of no longer than two-pages with your curriculum vitae via the 'Apply Now' button below. Your pitch should address the Selection Criteria set out in the duty statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maryam Howe (02) 6207 2074 Maryam.Howe@act.gov.au

Access Canberra

Construction Utilities and Environmental Protection

**Building and Planning Compliance
Technical Advisor - Building Surveying**

Senior Professional Officer Grade B \$133,552 - \$150,347, Canberra (PN: 56847)

Gazetted: 23 May 2022

Closing Date: 20 June 2022

Details: Access Canberra are seeking an experienced Building Surveyor to join the compliance assessment team. This role is part of the ACT Governments commitment to strengthen the regulation and integrity of the ACT building industry. The role requires an experienced Building Surveyor to support the Construction Occupations Registrar and the Building Planning and Compliance team by providing specialist technical capability. In investigating building quality issues, the Building Surveyor will quickly, and with confidence assess building applications to make recommendation in terms of safety and compliance.

Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities, and implement new initiatives.

We are a diverse, innovative, and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

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:

Mandatory requirements:

Minimum of a relevant tertiary qualification in building surveying.

Eligible to be licenced as a principal building surveyor under the Construction Occupations (Licensing) (Qualifications – Builder and Building Surveyor Licence) Declaration 2019 (No. 2).

Eligible for Level 1 accreditation under the National Accreditation Framework or equivalent.

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 review the Position Description for details about this role and its Duties/Responsibilities.

Your application will be assessed against the Selection Criteria of the Skills, Knowledge, and Behaviour in relation to the duties/responsibilities listed in the Position Description.

How to apply: To apply, please call the contact officer to discuss and then send us your response to the Selection Criteria giving us examples that show you have the Skills, Knowledge and Behaviours making you the best person for this role your current curriculum vitae and contact details of at least two referees.

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

Contact Officer: Robertd Thompson (02) 62076115 Robertd.Thompson@act.gov.au

Access Canberra

Executive Branch Manager, Various

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E1005)

Gazetted: 23 May 2022

Closing Date: 6 June 2022

Details: Are you looking for an opportunity to develop or grow your senior executive skills by managing an operational branch that is the front face of the ACT Government and helps protect our community through its regulatory compliance functions? Wherever you are at in your executive career, Access Canberra can help you take it further.

Access Canberra is all about providing people easy access to ACT Government regulatory services, payments and information while offering a great customer experience to achieve our vision of a safe and liveable city.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

As an Executive Branch Manager, you will provide timely advice and briefs to Ministers, Head of Access Canberra and Directors-General, lead organisational change, build collaborative partnerships, represents Access Canberra at key fora and meetings, oversight and lead regulatory compliance actions, support the development of policy and

legislative reform, and support timely communications and engagement activities to achieve regulatory outcomes for business, industry and the community.

Successful applicants will be able to rapidly respond to change, communicate with influence to achieve outcomes and understand how to lead teams to achieve effective results. You will be a key member of the Access Canberra Executive team helping to drive organisational strategy and implement government priorities. Prior senior leadership experience in a regulatory, operational or customer service delivery role, and/or experience performing a statutory officer function would be very beneficial.

About the roles

Access Canberra has an actual Executive Branch Manager vacancy available, with an immediate need to fill on a long-term performance based contract of up to 5 years.

To support agency needs and promote career development, Executive Branch Manager roles within Access Canberra may from time-to-time be rotated across different branches leading any of the functional streams, which currently comprise of:

Customer Coordination

Fair Trading and Compliance

Licensing and Registration

Engagement, Compliance and COVID-19 Response

Construction, Utilities and Environment Protection

Corporate Support and Capability

Some Executive Branch Manager roles perform statutory functions, such as the Construction Occupations Registrar, Commissioner for Fair Trading and CEO Gaming and Racing.

Executive Branch Manager for Construction, Utilities and Environment Protection (CUEP)

Access Canberra is particularly interested in applications from candidates who would be interested in this role.

The Executive Branch Manager CUEP position plays a key role in overseeing building quality and improvement; construction compliance; utilities technical regulation and the Office of the Environment Protection Authority. The holder of this position may also be appointed to perform the statutory functions of Construction Occupations Registrar and Architects Registrar.

Relevant experience at a senior level is essential and a relevant qualification in one or more of the following areas would also be highly valued: building; building assessment; building surveying; draining; electrical; engineering; gas fitting; plumbing; gas appliance work; works assessment; administration of building or construction industry regulatory schemes.

Remuneration: The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

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. We are also looking to establish a pool of suitable candidates for long term Executive Branch Manager positions across Access Canberra; the merit pool will remain open for up to 12 months.

How to Apply: If you think you have what it takes to take on the challenge of performing an Executive Branch Manager role within Access Canberra, and particularly for the specific Executive Branch Manager CUEP role, or would like to be considered for the Executive Branch Manager merit pool, please submit a curriculum-vitae and a written application of no more than two pages addressing the selection criteria and outlining why you are the best person for the role/s.

Please indicate in your written application which of the two opportunities (or both) you would like to be considered for. Applicants interested in the Executive Branch Manager CUEP role should also include in their application details of how they can meet the requirements necessary to perform the Construction Occupations Registrar role. All applicants who can demonstrate specific skills, capabilities and experience in support any of the statutory roles or functions performed by Access Canberra would be highly desirable.

Please review the attached Position Description/s for more details about these roles and the associated duties and responsibilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Pryce (02) 6205 9898 david.pryce@act.gov.au

Finance Application Support Team (FAST)

Shared Services Finance Services

ACT Property and Shared Services

Team Leader - Assistant Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57564)

Gazetted: 23 May 2022

Closing Date: 6 June 2022

Details: Applications are sought from suitably experienced and motivated individuals to fill permanent full-time Team Leader - Assistant Director vacancy in the Shared Services Finance Services Branch at the Chief Minister, Treasury Economic Development Directorate (CMTEDD).

Successful applicant will be required to work collaboratively in a team environment being a Team Leader within the Financial Applications Support Team (FAST). The position requires demonstrated experience, knowledge and skill in business analysis and change and communication management to support delivery across Government. Duties will include managing the design, development and support of system integrations, system setup, user support and training and perform both internal and external data analysis and reporting activities.

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.

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.

Eligibility/Other requirements: This role requires obtaining and maintaining a CMTEDD Baseline security clearance. Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How To Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability to meet the desired capabilities and behaviours outlined in the job description, contact details of at least two referees and a current curriculum vitae.

Applications to be submitted via the "Apply Now" button below:

Contact Officer: Umais Mulki (02) 6205 1706 Umais.Mulki@act.gov.au

ACT Insurance Authority

Assistant Director, Risk Management

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 37990)

Gazetted: 25 May 2022

Closing Date: 8 June 2022

Details: Do you have experience in developing exceptional risk management systems in a wide variety of private or public sector environments? Do you excel when working collaboratively to achieve results and find you thrive in an exciting, dynamic, and fast-paced service environment? Do you have strong communication skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority (ACTIA) is looking for an enthusiastic, positive and creative individual, who has a passion for creating risk management policies, materials and tools, to join us as an Assistant Director, Risk Management Policy.

The successful candidate will provide operational risk management capability uplift within the ACT Government. They will be dedicated to promoting and supporting the adoption of strategic and enterprise risk management best practice.

Reporting to the Director, Risk Management, the Assistant Director Risk Management will be part of a small team of exceptionally driven and passionate individuals delivering the functions of the ACTIA Risk Management Office. The team works to create a positive and resilient risk management culture across the ACT Government consistent with the Territory wide Risk Management Policy by providing policies, tools, training, and workshops. The successful candidate will assist ACT Government directorates and agencies with the development of their risk management frameworks. They will develop training, reporting, materials, and other resources to support risk management activities across the ACT Government.

We are looking for a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and a passion to challenge the status quo in a quest for continuous improvement. ACTIA values diversity and practices inclusiveness in line with the ACT Public Service values.

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 for up to 12 months with possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Interested applicants are requested to submit a two-page pitch addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Rhonda Pilgrim (02) 6205 1372 Rhonda.Pilgrim@act.gov.au

Corporate

Digital Strategy and Transformation

Portfolio Director

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 10012)

Gazetted: 23 May 2022

Closing Date: 6 June 2022

Are you looking to be a part of a team that is establishing itself as change agents within CMTEDD, leading the Digital Strategy and Service transformation? A team where you get to describe, challenge, pivot and design your ideas using modern toolkits and resources. Work with data, create BI and analytics dashboards, facilitate ideas using Agile and Lean tools like Lean Canvas, Value stream mapping and M.O.S.T or bring your own.

To excel in this role, you must have experience and capabilities in:

Negotiating, developing, and managing diverse business relationships, and successfully resolving issues through constructive communication

Operating with a high degree of independence in the execution and adaption of work plans and the determination of priorities

Effectively co-ordinating ICT Governance with particular focus on Cyber Security initiatives to ensure delivery of value to key stakeholders across CMTEDD.

Promoting collaborative work practices and swiftly dealing with barriers to collaboration

Supporting others to actively create linkages and collaborate across CMTEDD and more broadly across the ACTPS

Monitoring and revising the effectiveness of accountability and governance arrangements

Planning, scheduling, monitoring, and reporting on activities related to the portfolio

Accuracy, attention to detail and ability to consistently produce high quality work

Maintaining focus and energy in times of change and the ability to pivot rapidly when required

A broad ICT and digital knowledge, project management skills and data literacy to support the delivery of a high standard of customer and community service is highly desirable.

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: Knowledge and experience with the application of Agile and Lean practices to deliver value outcomes for Digital and ICT change initiatives is highly desirable.

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. 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: Applications will be assessed against the Selection Criteria identified in the Position Description. If you believe you have the required skills, drive, and know 'what it takes' to be successful in the role, please take the time to send us a copy of your curriculum vitae, including contact details of two referees, along with a 'pitch' of no more than two pages responding to the Selection Criteria outlined in the attached Position Description.

Touching base with the contact officer to discuss the duties of the position is highly recommended.

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

Contact Officer: Shyam Srivastava (02) 6207 1533 shyam.srivastava@act.gov.au

ACT Insurance Authority

Assistant Director, Risk Training and Advisory

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 55794)

Gazetted: 25 May 2022

Closing Date: 8 June 2022

Details: Do you have experience in developing and delivering exceptional risk management training and improvement activities in a wide variety of private or public sector environments? Do you excel when working collaboratively to achieve results and find you thrive in an exciting, dynamic and fast-paced service environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority (ACTIA) is looking for an enthusiastic, positive and motivated individual, who has a passion for improving risk management capability through training design and delivery, to join us as an Assistant Director, Risk Training and Advisory, on a permanent basis.

The successful candidate will provide operational risk management capability uplift within the ACT Government. They will be dedicated to promoting and supporting the adoption of strategic and enterprise risk management best practice.

Reporting to the Director, Risk Management, the Assistant Director Risk Training and Advisory will be part of a small team of exceptionally driven and passionate individuals delivering the functions of the ACTIA Risk Management Office. The team works to create a positive and resilient risk management culture across the ACT Government consistent with the Territory wide Risk Management Policy by providing policies, tools, training and workshops.

The successful candidate will assist ACT Government directorates and agencies with the development of their risk management frameworks. They will develop and deliver training and activities to support risk management activities across the ACT Government.

We are looking for a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and a passion to challenge the status quo in a quest for continuous improvement. ACTIA values diversity and practices inclusiveness in line with the ACT Public Service values.

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: 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: Interested applicants are requested to submit a two-page pitch addressing the attached selection documents, a current curriculum vitae and contact details of two referees.

Applications to be submitted via the "Apply Now" button below:

Contact Officer: Rhonda Pilgrim (02) 62051372 Rhonda.Pilgrim@act.gov.au

Corporate

Workforce Strategy, Business Support and Information Governance

Information Access Team

Freedom of Information Coordinator

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49471)

Gazetted: 24 May 2022

Closing Date: 7 June 2022

Details: The Information Management team within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is pleased to announce an opportunity for a motivated and detail focused team player to join a fast-paced, close knit team. Coordinating Freedom of Information (FOI) requests, the successful candidate will have a strong understanding of government processes and the ability to understand and interpret legislation and communicate across all levels of government.

Knowledge and or experience in FOI is desired, but not a requirement. The ideal applicant will be a quick learner, demonstrate integrity and flexibility, and have a 'can-do' attitude.

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

This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Having read the Position Description, please submit your written application of no more than two (2) pages detailing relevant experience and abilities against the criteria outlined in the section "What you require" of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Leonard (02) 6207 3417 matt.leonard@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Property Upgrade Assistant

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 53582)

Gazetted: 24 May 2022

Closing Date: 7 June 2022

Details: ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Government's delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

This role provides administrative support to teams managing property upgrade services. The role involves liaising with project officers, suppliers, building owners and ACT Property Group managers to deliver high quality and timely secretariat, reporting and administration tasks. The strong administration skills of the person in this position will ensure that ACT Property Group can provide an efficient and effective service, timely payment of invoices and good reporting. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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: This position requires:

a current driver's licence (car)

Qualification/s in business, administration or property related areas are desirable.

Note: This is a temporary position available immediately for 6 months with possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current Resume/Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cassandra Keppell (02) 6205 9876 actpgcorporate@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Property Upgrades Officer

Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 23239, several)

Gazetted: 24 May 2022

Closing Date: 9 June 2022

Details: ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Government's delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

This position manages an allocated set of property upgrade projects on ACT Government properties. Using technical skill and experience in maintenance and upgrade of properties the person in this role delivers projects from inception to the completion of the defects period, assisting clients to ensure the ACT Government receives high quality, technically proficient services in a timely manner. People in these roles will generally have a building trades or building management background and are able to provide technical advice when required.

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

Eligibility/Other requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management, or accreditation with a professional body recognised within Australia, or

Hold a relevant building degree, or

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

In addition, applicants must:

Hold or have the capacity to obtain White Card and Asbestos Awareness;

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV);

Hold a current driver's licence (car).

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

Note: These are temporary positions available immediately for 6 months with possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current Resume/Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cassandra Keppell (02) 6205 9876 actpgcorporate@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.

Property and Shared Services

Finance Services

Financial Applications Support Team

Assistant Director - Business Project Lead

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 49542)

Gazetted: 24 May 2022

Closing Date: 7 June 2022

Applications are sought from suitably experienced and motivated individuals to fill a temporary full-time Business Project Lead vacancy in the Shared Services Finance Services Branch (SSFS) at the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

SSFS is looking for an experienced Business Project Lead to manage and deliver a number of business initiatives and projects including but not limited to, managing and delivering initiatives such as Whole of Government Banking project, e-invoicing, Oracle Cloud P2P contract management, Expense Management System and the Cloud Finance System (CFS). This position reports to the Director – Finance Business Initiatives managing the CFS project. The position requires demonstrated experience, knowledge and skills in procurement, project management, business analysis and change and communication management to support the delivery of Stage one of the CFS project – preparation and business readiness activities. Stakeholder management is also a critical skill for the role as Shared Services Finance Services delivers several Whole of ACT Government projects, additionally you may be required to supervise staff and consultants.

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: Qualifications in Accounting, finance and project management are desirable. This role requires obtaining and maintaining a CMTEDD Baseline security clearance.

Note: This is a temporary position available immediately for 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants should submit a two-page pitch addressing the requirements and capabilities outlined in the attached Position Description, along with a current curriculum vitae and contact details for two referees.

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

Contact Officer: Robert Barrenger 02 62052788 robert.barrenger@act.gov.au

Access Canberra

Office of the Deputy Director General

Government Operations, Data and Strategy

Senior Director Government Operations, Data and Strategy

Senior Officer Grade A \$155,107, Canberra (PN: 10464)

Gazetted: 25 May 2022

Closing Date: 8 June 2022

Details: Can you juggle priorities? Do you like fixing problems? Writing strategy on the fly? Walking the tightrope between managing projects, data, people, and risks all while maintaining good governance? Most importantly do you like variety in your work? Then this might be the ideal position for you. Access Canberra is looking for an energetic Senior Director of Government Operations, Data and Strategy.

In this fast-paced role you will get to work with a wide variety of areas both within Access Canberra and across the ACTPS to deliver on Access Canberra's strategic goals and objectives.

Strong communication skills are key to the role as is the ability to read, write and interpret policy and legislation. Experience in data management and governance is highly desirable, as is an understanding of the operations of the ACT Government.

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

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

The primary location for this position is in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: If this sounds like your cup of tea, please send us your curriculum vitae and a two-page pitch addressing the Selection Criteria and outlining why you are the best candidate for the position.

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

Contact Officer: Jodie Vaile (02) 6207 1915 Jodie.Vaile@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Education ICT

Business Applications Support Officer

Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 05231)

Gazetted: 23 May 2022

Closing Date: 13 June 2022

Details: The role of the Education Business Application Support Officer is assisting with and 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: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How To Apply: Please provide the following with your application:

Your curriculum vitae.

Names and contact details of two professional referees.

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 are required to succeed in this position.

Applications to be submitted via the "Apply Now" button below:

Contact Officer: Greg SCHUHARDT (02) 6205 5488 Greg.SCHUHARDT@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

Children, Youth and Families

Child and Youth Protection Services

Operations

Case Manager

Child and Youth Protection Professional Level 2 \$76,975 - \$103,625, Canberra (PN: 04419, several)

Gazetted: 25 May 2022

Closing Date: 30 December 2022

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth and Protection (CYPS) Case Manager, you will:

Make a difference in the lives of children and young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development.

Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people.

You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background and capability, but do not hold the essential tertiary qualification to consider applying for these roles. You will be employed under an Aboriginal and Torres Strait Islander Competency Framework that will build your skills and abilities for progression.

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.

*Applications will be assessed on a monthly basis

Eligibility/Other requirements:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Please note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

One (1) years' experience working with children, youth and/or families in a social work/case management role and or experience working with Aboriginal and Torres Strait Islander families and communities.

Current Driver's Licence

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. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae. Please note when responding to the Selection Criteria please keep your response to 400 words or less per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Armour (02) 6207 1633 Amy.Armour@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Operations

Case Manager

Child and Youth Protection Professional Level 1 \$72,526 - \$90,904, Canberra (PN: 11391, several)

Gazetted: 25 May 2022

Closing Date: 30 December 2022

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth and Protection (CYPS) Case Manager, you will:

Make a difference in the lives of children and young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development.

Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background and capability, but do not hold the essential tertiary qualification to consider applying for these roles. You will be employed under an Aboriginal and Torres Strait Islander Competency Framework that will build your skills and abilities for progression.

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.

*Applications will be assessed on a monthly basis

Eligibility/Other requirements:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

Experience and/or desire to work with children, youth and/or families in a social work/case management role and or experience working with Aboriginal and Torres Strait Islander families and communities.

Current Driver's Licence

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. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae. Please note when responding to the Selection Criteria please keep your response to 400 words or less per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Armour (02) 6207 1633 Amy.Armour@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYPS Operational Support

Operational Support Team Leader

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 19624)

Gazetted: 25 May 2022

Closing Date: 1 June 2022

The functions of Child Youth Protection Services (CYPS) Operations, Operational Support include:

Providing administrative support to CYPS operations

Assigning support to areas as required to meet demand

Facilitating day-to-day office management through completion of transactional activities

Supporting workforce and demand planning

Facilitating Finance for CYPS Operations

Supporting /oversight referral process for contact and Transport arrangements

The ASO5 Team Leader role is focussed on supporting CYPS to deliver the best possible life outcomes for children and young people through the efficient administration of one of the Operational Support Teams and through the effective management of the staff within that team who provide support to CYPS.

Eligibility/Other Requirements:

Essential qualifications and experience:

Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems.

Current driver's Licence.

Additional Information

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) ACT 2011 will be required. For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Educational, suitability and professional qualification checks may be carried out prior to employment.

Note: This is a temporary position available for six months with the possibility of permanency. An order of merit may be established from this selection process and may be used to fill future identical temporary and permanent vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

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

Contact Officer: Nicole Thompson (02) 6205 6002 nicole.thompson@act.gov.au

Office of the Deputy-Director General

Office for Aboriginal and Torres Strait Islander Affairs

Executive Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 42585)

Gazetted: 25 May 2022

Closing Date: 8 June 2022

Details: The Office for Aboriginal and Torres Strait Islander Affairs is seeking an Executive Support Officer who will proactively take the lead of operational tasks within the office with minimal supervision. An integral part of this role is the ability to take ownership of office administration and complete tasks in a timely manner with a keen eye for detail. In the fast-paced environment, the Executive Support Officer will be able to prioritise workload appropriately to support the Executive Branch Manager OATSIA ensuring work commitments are delivered. The position will assist with developing shared knowledge across the OATSIA network that will contribute to effective coordination, improved team performance and enhanced service outcomes. This position reports directly to the OATSIA Executive Officer.

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tamara Graham (02) 6207 5935 Tamara.Graham@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYPS Operations

Case Manager

Child and Youth Protection Professional Level 3 \$106,450 - \$117,147, Canberra (PN: 07375, Several)

Gazetted: 24 May 2022

Closing Date: 31 December 2022

Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth Protection (CYPS) Case Manager, you will:

- Make a difference in the lives of children and young people at risk of abuse and neglect.
- Provide positive influence on young people and help make your community safer.
- Benefit from ongoing learning and development.
- Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background and capability, but do not hold the essential tertiary qualification to consider applying for these roles. You will be employed under an Aboriginal and Torres Strait Islander Competency Framework that will build your skills and abilities for progression.

Eligibility/Other Requirements:

Working with Vulnerable People registration 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

Educational, suitability and professional qualification checks may be carried out prior to employment.

Essential qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Please note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal, and Torres Strait Islander cultural heritage and experience are eligible to apply.

Two years' experience working with children, youth, and/or families in a social work/case management role. and/or experience working with Aboriginal and Torres Strait Islander families and communities.

Current driver's Licence

Working with Vulnerable People registration 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

Educational, suitability and professional qualification checks may be carried out prior to employment.

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. An order of merit may 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 response to the Selection Criteria located in the Position Description along with a curriculum vitae.

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

Contact Officer: Amy Armour (02) 6207 1633 cypsrecruitment@act.gov.au

Corporate Services

Communications and Engagement

Graphic Designer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57454)

Gazetted: 23 May 2022

Closing Date: 6 June 2022

Details: Are you looking for an exciting opportunity to deliver engaging graphic design and contribute to the promotion of a safe and equitable community? The Community Services Directorate is seeking to fill a key role in our dynamic Communications and Engagement team.

You will be responsible for delivering innovative and engaging design and collaborating within and across teams in the Community Services Directorate.

The Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres,

homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

We are seeking someone who has the ability to:

Develop and implement creative solutions that cover a mix of social media, print, digital and content activities.

Provide advice and direction to stakeholders on design solutions based on best practice principles.

Maintain productive working relationships with internal and external stakeholders, providing specialist advice to ensure successful outcomes.

Undertake on-call responsibilities and be available after hours for work related tasks as needed

Participate in whole-of-government communications in conjunction with relevant directorates

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework

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

You will have excellent interpersonal and communication skills, with the ability to engage effectively with a range of stakeholders and audiences, manage multiple tasks and determine priorities, in a dynamic, complex and diverse environment.

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

Eligibility/Other Requirements: Relevant tertiary education qualifications or experience in Graphic Design or Multimedia Design is preferred.

How to Apply: To apply refer to the Position Description (attached) and submit a two-page Expression of Interest addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities and your reason for applying, along with your curriculum vitae, a short (max 4 pages) portfolio of examples of your work and the contact details of two referees via the 'Apply' button.

Applications should be submitted via the Apply Now button below.

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

Office of the Coordinator-General for Family Safety

Director, Domestic and family Violence Specialist

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 39959)

Gazetted: 20 May 2022

Closing Date: 3 June 2022

Details: The Office of the Coordinator General for Family Safety is a multi-disciplinary, highly skilled and motivated team working to solve some of the most challenging problems related to domestic and family violence in the ACT. We are looking for a motivated, friendly and energetic Director with expert knowledge in the field of domestic and family violence policy and practice, and a sound understanding of the systemic challenges facing victim survivors. The successful applicant will be a skilled collaborator, providing specialist advice across the office, support to the Executive, and leadership for a number of projects. Policy development, project management and stakeholder management skills are all critical to the role and it is an exciting opportunity to be a part of creating real, positive change for the ACT community.

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

How to Apply: Please submit a pitch of no more than two pages outlining your claims against the Selection Criteria in the Position Description. You do not need to address each Criteria individually.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mirjana Wilson (02) 6207 1740 Mirjana.Wilson@act.gov.au

Inclusion and Participation

Office for Disability

Integrated Service Response Program

Customer Service and Program Support Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 53733)

Gazetted: 19 May 2022

Closing Date: 27 June 2022

Details: Applications are sought to fill a permanent, full-time Customer Service and Program Support Officer opportunity with the Integrated Service Response Program (ISRP), situated within the Office for Disability, Community Services Directorate (CSD).

ISRP are looking for administrative professionals who are passionate about supporting people with complex disability support needs, and who want to be part of a small team who contribute to working towards better outcomes for people with disability and their supporters.

To succeed in this role, you will be a natural collaborator.

Have a general understanding of the National Disability Insurance Scheme (NDIS) and disability services including person-centred practice

Have well developed organisational skills and

Proven ability to pay close attention to detail.

In this position you will provide secretariat functions for stakeholder engagements, assist with funding support plans and other financial functions, and provide general administrative support to the team.

Duties and responsibilities: As the Customer Service and Program Support Officer, you will report directly to the Assistant Director and be expected to provide high level administrative support to the Assistant and Senior Directors and Client Support Worker within the Integrated Service Response Program (ISRP) with a focus on effective administrative support to ensure service delivery and providing high-quality customer service to people with disability and external stakeholders by:

Facilitate the exchange of information with community, government, and non-government agencies.

Prepare and coordinate responses to queries from stakeholders.

Undertake simple research and analytical tasks and assist with the preparation and review of reports, policy documents and other documentation.

Develop and foster effective working relationships with all stakeholders within the Directorate and other agencies.

Work participatively within a small team and undertake other duties as required.

Provide administrative and finance support to the ISRP including secretariat functions, recording of case notes, reporting and the development and monitoring of funding support plans.

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

Eligibility/Other requirements: Please note that this position requires a current Working with Vulnerable People registration. For further information on Working with Vulnerable People registration please refer to the [Access Canberra website](#).

How to Apply: Please submit a written application responding to the required Selection Criteria in the Position Description, limiting each response to 350 words, a current curriculum vitae, and contact details of at least two referees.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jody Sliwka (02) 6207 3883 Jody.Sliwka@act.gov.au

Cultural Facilities Corporation

Corporate

Finance Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 1117)

Gazetted: 25 May 2022

Closing Date: 1 June 2022

Details: The Cultural Facilities Corporation (CFC) is seeking an experienced Finance Officer to assist in the operations of Canberra Theatre Centre, Canberra Museum and Gallery, and the ACT Historic Place.

We guarantee you will never be bored as you provide support to our Financial Controller in all aspects of the finance and accounting functions of the CFC.

The position is suited to someone with a Finance or IT background and we'd love you to be a fan of process improvement with a knack for automating processes using Excel and tailoring system reports using your coding expertise.

Our Corporate Finance team is based in the North Building in Civic Square, Canberra City, providing payroll services to staff and financial support across the CFC. Hybrid working arrangements are available to support work-life balance.

If you have a logical brain and are passionate about continual improvement and lifelong learning we would love to hear from you. You will be comfortable working on projects alone.

How to Apply: Provide a two-page pitch telling us how you meet the requirements of the role, a copy of your current curriculum vitae, and the contact details of two referees.

Contact Officer: Jennifer Kilgariff 0403 294 507 jennifer.kilgariff@act.gov.au

Corporate

Senior Corporate and Compliance Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 1116)

Gazetted: 24 May 2022

Closing Date: 31 May 2022

Details: The Senior Corporate and Compliance Officer is a key role in the Cultural Facilities Corporation, leading good governance and legislative compliance, and shaping a culture of best practice and organisational improvement.

We are looking for a highly organised person with a sharp eye for detail and a high degree of personal initiative, with the ability to interpret and apply legislation, formal directions and other instructions relating to a range of reporting obligations. Some financial literacy is desirable as is the ability to collate and interpret performance data. The role reports primarily to the Chief of Staff, also working alongside the Chief Financial Officer, and is positioned within a small collegiate team that also includes finance and HR staff.

The position leads on Annual Report preparation, FOI compliance, a wide range of reporting, and continuous improvement in policies and procedures, and this will need you to be a motivated self-starter with a love of order and accuracy, great communication skills and writing ability, and a passion for finding organisational efficiency combined with the ability to bring others on a change journey when required.

How to Apply: Provide a two-page pitch telling us how you meet the requirements of the role, a copy of your current curriculum vitae, and the contact details of two referees.

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

Canberra Theatre Centre

Digital Marketing Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 3502)

Gazetted: 23 May 2022

Closing Date: 30 May 2022

Details: Canberra Theatre Centre is looking for a Digital Marketing Officer to join their vibrant, high-performing team.

The successful candidate will be responsible for ensuring that all ticketing, performance and other vital information is communicated on our websites and via email accurately and on time to our patrons.

Experience using Content Management and Email Marketing systems is essential as this is where most of your day-to-day work is completed.

You are organised with incredible attention to detail. You are proud of your ability for accuracy.

Ideally you have a love of the arts and entertainment, and the ability to manage competing priorities and deadlines with aplomb.

You are enthusiastic, positive and great at communicating with a variety of stakeholders. You will be curious, constantly seeking new ideas and improvements, with a desire to learn.

In return, we can offer you a friendly, creative inclusive workplace, and the opportunity to work with our team as we bring the very best of Australia's performing arts industry to Canberra.

How to Apply:

Please submit the following:

a two-page pitch that explains your ability to perform the role

a current curriculum vitae which includes details of your work history, 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.

Contact Officer: Jennifer Morris 6243 5706/0431 113 908 jennifer.morris@act.gov.au

Canberra Museum and Gallery

Collections Manager

Curatorial, Collections and Education Officer Class 1 \$71,963 - \$87,331, Canberra (PN: 014)

Gazetted: 23 May 2022

Closing Date: 30 May 2022

Details: Canberra Museum and Gallery is seeking an experienced Collection Manager to care for our permanent collection of over 11,000 Visual Art and Social History objects. The Collection Manager coordinates and manages all collection management procedures and practices for CMAG.

Overseeing collection care and conservation for CMAG, the Collection Manager, manages collection care and storage, for both the CMAG collection which is the State/Territory level collection for the ACT and also the Commonwealth Nolan collection which CMAG manages. The successful applicant will have demonstrated experience in the management of museum or gallery collections and knowledge of the development and implementation of collection management policies and procedures and especially preventative conservation principles and practice.

Eligibility/Other Requirements:

Tertiary qualifications (preferably postgraduate) in museum studies, conservation or another closely related discipline is desirable.

A current ACT Driver's Licence is essential.

This position involves some physical activity and lifting.

How to Apply: Applicants must submit a current curriculum vitae and a one-page written response describing your Skills, Knowledge, Behavioural Capabilities, and experience as it relates to the key Selection Criteria in the Position Description.

Applications must be submitted via the Apply Now button below.

Contact Officer: Sarah Schmidt 0481 0650659 sarah.schmidt@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

Executive Branch Manager, People and Performance

Temporary Vacancy (23 June 2022 to 22 July 2022)

Education

Business Services

Position: E222

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 24 May 2022

The Education Directorate has a short-term vacancy from 23 June 2022 to 22 July 2022 due to leave to backfill the position of Executive Branch Manager, People and Performance.

The Executive Branch Manager People and Performance is responsible for planning, developing, co-ordinating and implementing human resources strategies, policies and processes for the Directorate to optimise use of human resources in achieving corporate goals. The Executive Branch Manager is responsible for working with senior

colleagues to build the workforce capability of all staff and to improve business productivity and learning outcomes.

The position reports to the Executive Group Manager Business Services and provides the Director-General and Senior Executive Team with strategic advice across the full range of human resource management functions. As a leader in the Business Services Division, the Executive Branch Manager will contribute to the design and delivery of significant human resources improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan.

To undertake the role successfully, the candidate must possess the following attributes:

- A visionary, astute and resilient leader with a passion for education.
- High level intellectual and analytical skills, with the ability to evaluate and report clearly on complex educational human resource issues, strategic financial and operational issues and to lead and manage the Directorate in implementing the Government's education agenda.
- Ability and commitment to working collaboratively across Directorate for outcomes.
- A commitment to a collaborative style with a track record of whole-of-government solutions.
- High level skills in working with unions and strong proven experience in Industrial Relations.
- Technologically literate to meet the challenges of a connected world.
- Political sensitivity and astuteness.
- Sophisticated understanding of the demands of public sector accountability.
- Systems thinker.
- A level of personal drive, energy and commitment.
- A commitment to learning and fostering development of people.

To apply: Interested candidates should submit a one-page Expression of Interest and a current curriculum vitae (including the contact details of two referees) to Daniel Ackland via email, daniel.ackland@act.gov.au by COB Tuesday 31 May 2022.

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: Daniel Ackland (02) 6205 1820 daniel.ackland@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Business System Support Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 44257, several)

Gazetted: 25 May 2022

Closing Date: 8 June 2022

Details: Do you enjoy helping others? How about being truly appreciated by those you are supporting?

We are looking for individuals whose customer service and stakeholder management skills are on point.

The successful applicants will embrace the opportunity to work with schools by not only providing user support, but also training in the use of the Schools Administration System and relevant IT business systems.

We will train customer focused individuals who have an aptitude for learning new systems quickly, but experience in education would be the cherry on top for our ideal candidate.

Eligibility/Other requirements:

Experience using an issue tracking system is an advantage

Experience supporting information management in schools is highly desirable

An understanding of financial transactions is desirable

Note: Available immediately for a period of up to 12 months with the possibility of extension and/or permanency.

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

Selection may be based on application and referee reports only.

How to apply: Please submit a response to the Selection Criteria (maximum four pages), current curriculum vitae and contact details for two referees.

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

Contact Officer: Michael De Raadt (02) 6207 5790 Michael.DeRaadt@act.gov.au

School Performance and Improvement

Tuggeranong

Caroline Chisholm School

Enrolment/Wellbeing Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 57126)

Gazetted: 25 May 2022

Closing Date: 8 June 2022

Details: Caroline Chisholm School is seeking a highly motivated, self-managing individual for the position of Enrolment and Wellbeing Officer for our P-10 dual campus school. Our ideal candidate has previous experience working within a School front office and is expected to be able to follow process, be proactive, exercise judgement and initiative and work with limited supervision and liaise closely with the Principal and Business Manager. They require excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. This position involves close daily contact with students, staff, parents and the school community. You will have strong organisation skills and ability to independently prioritise your time, with an ability to liaise with families providing guidance and accurate information.

A proven ability to collaborate productively with internal teams, as well as develop and maintain professional relationships across the sector is essential.

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 registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

This position is required to work during stand down periods between school terms to undertake duties as directed.

This will be subject to negotiation with the principal/business manager prior to commencing in this role.

Highly Desirable:

Previous experience working in a school front office setting, having knowledge with the ACT Education enrolment process.

Note: This is a temporary position available from 18 July 2022 until 27 January 2023, with the possibility of extension up to 12 months and/or permanency.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description (maximum of two pages) and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sonia Jamieson (02) 6142 3529 Sonia.Jamieson@ed.act.edu.au

Office for Schools

Belconnen School Network

University of Canberra High School Kaleen

Executive Assistant

School Assistant 4 \$69,095 - \$74,817, Canberra (PN: 49479)

Gazetted: 25 May 2022

Closing Date: 3 June 2022

Details: University of Canberra High School Kaleen is seeking to employ an Executive Assistant on a temporary part time basis. We are a vibrant school community delivering quality and purposeful educational experiences for our students, in a traditional Year 7-10 High School.

The Executive Assistant (EA) will have the ability to provide high level administrative support and will work in partnership with the Principal to ensure the needs of the school community are met and system requirements are fulfilled. The EA will have a high-level of knowledge and skills in scheduling and correspondence, as well as systems design and implementation, along with excellent communication skills to ensure outstanding service

delivery. Further duties include providing secretariat support for committees and meetings, leading the school's communication and marketing strategy and other duties as determined by the principal.

Eligibility/Other requirements:

Mandatory:

Working with Vulnerable People current registration.

Desirable:

Certificate 1V or equivalent in Business Administration, Government.

Note: This is a temporary position available immediately until 16 December 2022, with the possibility of extension up to 12 months and/or permanency. This position is part-time at (33.45) hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

How to Apply: Please complete a two page pitch outlining your experience and focusing on the seven points in the Selection Criteria, Relevant Skills and Knowledge.

Please include your Resume, Referee Reports and copy of any qualifications, licences etc.

Applications should be submitted via the Apply Now button below.

Contact Officer: Merrielle Reed (02) 6142 0482 Merrielle.Reed@ed.act.edu.au

School performance and improvement

Tuggeranong Network

Erindale College

Human Resources and Executive Assistant

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 41075)

Gazetted: 24 May 2022

Closing Date: 31 May 2022

This full-time position is an active member of the Executive Team overseeing the operations of the school staffing and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The HR/Executive Officer will work under limited direction in relation to established priorities, task methodology and work practices to provide support to the Business Manager and Principal in the day-to-day management of the HR processes, staffing and the business area in line with school requirements and Directorate priorities.

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)

Desirables

First Aid Certificate or willingness to undertake appropriate training

Human resource qualifications or experience in a HR-related role

Financial knowledge or relevant experience in School Staffing

Experience with school specific software including Sentral and SSEMS.

Willingness to work outside of normal school operating hours

Knowledge of office practices and procedures

Knowledge of Microsoft Office Packages

Note: Please be advised this position may be filled by application only.

How to apply: Please provide a curriculum vitae and a written response of no more than one page per Selection Criteria listed below:

Provide expert advice to the principal in relation to staff allocation and school budget.

Demonstrated ability to manage staff effectively and allocate resources to meet the operational and staffing requirements of the school.

Demonstrated ability work under limited direction and to apply rules, regulations, instructions, and procedures to make decisions under appropriate delegations and governance frameworks.

Proven well-developed liaison and communication skills and an ability to build strong working relationships with the school community.

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

Contact Officer: Gary Lawson (02) 6142 2973 gary.lawson@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Amaroo School

School Leader C - Primary

School Leader C \$130,338, Canberra (PN: 30434)

Gazetted: 23 May 2022

Closing Date: 6 June 2022

Position overview

Amaroo School is a large Preschool to year ten School located in the North Gungahlin Network. The staff at Amaroo School are professional educators committed to building a dynamic and safe learning community for all. Amaroo School is a Professional Learning Community focused on continuous professional improvement where teams of teachers work collaboratively to improve student outcomes. Amaroo School is seeking an enthusiastic primary school leader to strengthen the Preschool to year six teaching and learning team. The role encompasses building the capacity of teaching teams to achieve the school mission for each individual student. The successful applicant will possess a deep understanding and knowledge of Professional Learning Communities, the Australian Curriculum, and how to achieve improved academic and social outcomes for all students with a focus on data, evidence-based practice and positive relationships.

Job description

School Leader C – Amaroo School – Primary School

Work, as a member of the executive team within a Professional Learning Community towards the achievement of school and system goals. Lead large collaborative teaching teams to use data to plan effective teaching and learning programs that meet the needs of all students. Support the implementation of quality literacy programs using the ten Essential Literacy Practices across the primary school. Provide coaching and mentoring to teaching staff. Lead and manage the reporting and behaviour tracking processes such as Preschool to year six Academic Reporting and wellbeing data analysis in SAS. Teach an appropriate load and undertake teaching tasks and other duties as determined by the Principal.

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 at Amaroo School.

How to apply: Please submit a written response, meeting the Professional Practice Capabilities from the Leadership Framework. Include a current curriculum vitae and the names of two-to-three referees.

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

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

Contact Officer: Nic Graham (02) 6142 1266 nic.graham@ed.act.edu.au

System Policy and Reform

Strategic Policy

Education Strategy

Director, Education Strategy

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 41300)

Gazetted: 24 May 2022

Closing Date: 14 June 2022

Details: The Director, Education Strategy, will be responsible for leading and driving projects centred around achieving the Education Directorate's priorities and strategic vision.

This includes supporting the development and consistent application of the Directorate's strategic narrative through key communications and collaborating with key stakeholders to drive the vision and implementation of the Future of Education Strategy and the Directorate's Strategic Plan.

We are looking for someone with superior communication skills and experience and skill in the development and implementation of policy and strategy in a public sector human services context.

An understanding of the Education sector and a demonstrated commitment to placing the wellbeing of children and young people at the centre of policy design is highly desirable.

How to Apply: Applications should respond to each of the selection criteria in no more than three pages in total. Please include a curriculum vitae identifying two referees who can speak to your suitability for the role, one of which should be your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Ryan (02) 6207 0587 denise.ryan@act.gov.au

Service Design and Delivery

Student Engagement

Targeted School Support

Director Targeted School Support

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 46014)

Gazetted: 20 May 2022

Closing Date: 7 June 2022

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

This role reports to the Senior Director Targeted School Support, including day to day reporting obligations, to ensure a consistency in approach across all students facing support services.

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

Eligibility/Other Requirements: Experience providing targeted support to students in a school setting is highly desirable.

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

How to Apply: Applicants are asked to please submit a response to the criteria (maximum three pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

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

Education

Belconnen School Network

Canberra High School

Executive Assistant

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 18149)

Gazetted: 19 May 2022

Closing Date: 26 May 2022

Details: Canberra High School is seeking a highly motivated Executive Assistant to work collaboratively within a team environment. You are part of the team that provides first contact support to students, families, staff, and visitors. High level communication and excellent customer service skills will be essential.

Eligibility/Other Requirements:

Sound knowledge of SENTRAL is essential to this position and a sound understanding of the Directorate's Enrolment Policy.

This position requires a current Working with Vulnerable People registration.

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

How to apply: Please provide a written response to the Selection Criteria and a curriculum vitae.

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

Contact Officer: Ana Pasalic (02) 61420805 Ana.Pasalic@ed.act.edu.au

Business Services

Communications, Engagement and Government Support

Ministerial and Corporate Reporting

Director, Corporate Reporting and Stakeholder Management

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 35232)

Gazetted: 19 May 2022

Closing Date: 2 June 2022

Details: The Ministerial and Corporate Reporting team provide the critical connection between the Directorate and Government. Our team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and ministerial business. Our team coordinates significant input to government commitments, annual reporting, performance and accountability and attendance at committee hearings. We also provide secretariat support for critical stakeholder engagements and manage the Directorate's stakeholder engagement frameworks. We are looking for someone to join us!

As the Director, Corporate Reporting and Stakeholder Management, you will oversee the coordination and provision of secretarial support for the Director-General's key stakeholder meetings. You will also be challenged by managing the coordination, preparation and delivery of key corporate reporting and accountability functions for the Directorate including the annual report, non-financial components of the budget papers, Statement of Performance process; Parliamentary and Governing Agreement reporting and other whole of government reporting requirements.

As a member of a team with both corporate reporting and executive secretarial responsibilities, we need someone who is a dynamic leader with strong communication skills, can collaborate and promote team work and is committed to continuous improvement. Our ideal candidate will be pro-active, organised and can work well under pressure in a busy environment.

The Education Directorate 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 and current and former ADF members are encouraged 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 application and referee reports only.

This position works in an activity-based workplace (ABW) structure. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two-page pitch (maximum) outlining your suitability for the position in line with the Position Description. Please provide a current curriculum vitae and the contact details of at least one referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Burn (02) 6205 6869 emma.burn@act.gov.au

Environment, Planning and Sustainable Development

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

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

City Renewal Authority

Administration Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 57480, several)

Gazetted: 20 May 2022

Closing Date: 7 June 2022

Details: The Administration Support Officer will report to their Executive Branch Manager direct team, as well as assist Authority's Chief Operating Officer to provide advice, support, and assistance to the Authority Board, its committees, the Chief Executive Officer, and the Authority's executive and staff as required.

The duties allocated to this position from time-to-time will be, by necessity, fluid to account for the wide variety of matters that fall within the remit of the team, as well as competing priorities. Key duties will include:

Providing business support to their team and stakeholders

Financial processing for your team (APIAS, P2P) - raising purchase orders, processing invoices for payment as well as chasing outstanding unpaid invoices and notifying contracts on the ACT Government Contract Register

Responding to email requests.

Meeting coordination, venue booking, minute taking and distribution when necessary.

Records management - document filing, mail management.

Assisting with maintaining the Authority's Project Register, co-ordinating project reporting and where required provide secretariat support to relevant meetings.

Providing administrative support to the broader CRA.

Understanding and working within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Adhering to and understand ACT Government Policies and Procedures.

Further information on the City Renewal can be found at: <https://www.act.gov.au/cityrenewal>

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: Previous experience providing administration support is highly desired but not mandatory.

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

How to Apply: Please submit a one-page response to the selection criteria, your curriculum vitae and two referees and email to: Brooke Hartley at BrookeL.Hartley@act.gov.au

Applications should be submitted via the Apply Now button below.

Contact Officer: BrookeL Hartley (02) 6205 1878 BrookeL.Hartley@act.gov.au

Environment Portfolio

Executive and Business Support

Asset Management

Asset Governance Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 54017)

Gazetted: 19 May 2022

Closing Date: 2 June 2022

Details: The Environment, Water and Heritage (EHW) Division delivers the following functions for the ACT government:

Nature conservation policy, planning and delivery.

Heritage conservation policy and regulation.

Environment protection policy.

Catchment management, water policy delivery and water regulation.

Conservation research and evaluation.

Management of Parks and Reserves.

Fire and Forest Management.

Biosecurity policy and delivery.

The Division also supports ACT NRM and ACT Heritage.

The Team: In supporting the Executive Group Manager – Environment, the Business Support Unit (BSU) coordinates, administers and delivers effective corporate and business management functions across the Environment, Heritage and Water Division. This unit has strong collaborative links with Senior Directors, Managers and Administration staff across the Environment Portfolio. The Business Support Unit also works collaboratively with the Directorate's corporate groups reporting to the Chief Operating Officer (COO).

The Role: The implementation of a new Asset Management Framework has been identified as a high-priority program by the EPSDD Executive. The Asset Governance Officer will support the Director- Asset Management in establishing appropriate systems and a framework to mitigate risk to life, property, and the environment. They will collaborate with colleagues across the Environment Heritage and Water and the Directorate to meet their work objectives. Ideally, you will be able to demonstrate that you have high level communication skills, including the ability to manage effective relationships with internal and external stakeholders. You will have strong analytic skills and an enquiring mind that can inform the development of policies, strategies and the development of systems to deliver a new asset management framework for the Division and Directorate.

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

Eligibility/Other requirements: Relevant experience in the delivery of corporate business services in the ACTPS and/or tertiary qualification in Business Management, Asset Management, Change Management, Performance Audit, or Information Systems Development would be highly regarded.

Note: This is a temporary position available immediately for a period up to 12 months with possibility of permanency. Selection may be based on application and referee reports only.

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

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

How to apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages which specifically addresses each of the Selection Criteria (under headings Skills, Knowledge and Behaviour) in the context of the Duties and Responsibilities of the role. Please also include a curriculum vitae with at least two referees.

Applications should be sent via the Apply Now button below.

Contact Officer: Rebecca M Walker (02) 6205 3658 RebeccaM.Walker@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

Deputy Director-General Justice

Temporary Vacancy (30 June 2022 to 03 October 2022)

Justice and Community Safety

Corporate

Position: E723

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 25 May 2022

The Justice and Community Justice Directorate is seeking expressions of interest from experienced senior executives to temporarily fill the Deputy Director-General Justice role.

The Deputy Director-General Justice advises and supports the Chief Minister, Attorney-General, Minister for Gaming, Minister for Consumer Affairs, Minister for Police and Emergency Services, Minister for Corrections, Minister for Human Rights, and Special Minister of State.

The Directorate delivers a wide range of justice and community safety services within the ACT and seeks to maintain a fair, safe and peaceful environment in which people's rights and interests are respected and protected.

Eligibility/Other Requirements: To be a strong contender, you will need to have an outstanding record of achievement as a senior executive in a large, complex, politically sensitive, and operationally diverse organisation. You will also have a proven record of achievement in contributing to and influencing key policy decisions and providing timely and robust advice on a range of portfolio/service-wide issues. Your well-honed representational and stakeholder management skills, sound judgement and collegiate approach will be complemented by an interpersonal style that engenders trust and respect. Formal legal qualifications are desirable.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Richard Glenn via email, jacsodg@act.gov.au by COB Wednesday 8 June 2022.

For additional information see link: [E723 - Careers and Employment \(act.gov.au\)](https://www.jobs.act.gov.au/E723-Careers-and-Employment)

Remuneration: The position attracts a remuneration package ranging from \$370,574 - \$387,154 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$331,598.

Contact Officer: Richard Glenn (02) 6207 0500 jacsodg@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Graduate Paramedic Intern

Graduate Paramedic Intern \$76,422 plus penalties, Canberra (PN: 09274, several)

Gazetted: 25 May 2022

Closing Date: 10 June 2022

Details: About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

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. Current and former ADF members are encouraged to apply.

Eligibility/Other requirements:

The role:

ACTAS is seeking applications from recently graduated paramedics to join the service in the position of Graduate Paramedic Intern. To be successful in your application you will:

Be a registered paramedic with Ahpra,

Be available to commence a graduate program in Canberra in late 2022,

Be a team player capable of embracing the ACTAS leadership framework, and

Meet all criteria stated in the respective Position Description.

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

How to Apply: APPLICATION PROCESS

Applications must be submitted via the apply now button prior to the closing date.

The following documents are required:

a completed Application Cover Sheet (note: this is automatically generated);

a two page A4 statement (minimum size 12 font) addressing the capabilities for this position (as listed in the position description), showing your experience and what you can bring to the position of Graduate Paramedic Intern with ACTAS;

a brief employment history/resume (not more than two pages);

a copy of your graduate paramedic qualification (e.g. Bachelor of Paramedical Science or equivalent paramedic graduate qualification), including your academic transcript;

a scanned copy of your Ahpra paramedic registration;

a scanned copy of both sides of your Class C (or interstate equivalent) driving licence;

a points demerit transcript from the relevant motor registry authority in your state, territory or country;

evidence of current immunisations which should include Tetanus, Hepatitis B, and most recent influenza, and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised;

completed Statutory Declaration (found within the position description); and

a completed personal and medical information release consent form (found within the position description).

Applicants should note that applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Brown N/AJCSACTASRecruitment@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Operations Manager

Ambulance Manager Level 2 \$140,028 - \$147,480, Canberra (PN: 21966, several)

Gazetted: 25 May 2022

Closing Date: 3 June 2022

Details: The ACT Ambulance Service is responsible for providing emergency and non-emergency ambulance service to the ACT community. The Operations Manager is an integral part of the ACTAS leadership team, which is designed to translate organisational strategic intent into operational outcomes. The Operations Manager may be required to work in operations from time to time either in a Command function at mass gathering events or large scale incidents; in the role of Duty Officer; as a member of an ambulance crew or as a single responder.

We are seeking highly-motivated people who will bring their great communication skills to our team. With a focus on people leadership and management, you will be well-organised in balancing competing priorities and be someone who lends their operational experience to delivering patient-centric and efficient ambulance services to the community.

Eligibility/Other requirements:

Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

This position is required to work during stand down periods between school terms to undertake duties as directed. This will be subject to negotiation with the principal/business manager prior to commencing in this role.

Highly Desirable:

Previous experience working in a school front office setting, having knowledge with the ACT Education enrolment process.

Note: This is a temporary position available for 3 months, with the possibility of extension and/or permanency.

How to Apply: Applicants should include the following to the as part of their application process prior to the closing date and should be marked CONFIDENTIAL.

A Completed cover sheet/information sheet listed on the jobs website

a two (2) page A4 statement addressing the capabilities for this position with relevant examples aligned with the roles and responsibilities

a one (1) page employment history/resume; and

a scanned copy of your AHPRA registration or application receipt

External applicants will also require the additional:

completed statutory Declaration; and

signed medical consent form

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Lundy (02) 6207 6692 Rebecca.Lundy@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.

Emergency Services Agency

Capability, Coordination and Support

Logistics and Incident Support

Logistics Support Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 10711, several)

Gazetted: 25 May 2022

Closing Date: 8 June 2022

Details: The Emergency Services Agency is seeking applications from highly motivated, detail orientated and customer service focused employee to work in a small team which manages the logistics and the Resource Centre warehouse to support ESA's operational capability.

This role assists with the daily running of the ESA resource centre, which includes tasks such as general logistic and warehousing duties, measuring and fitting uniforms for both staff and volunteers, stores and stock management as required as well as actioning relevant correspondence and paperwork associated with the role.

The successful applicant may be occasionally required to work outside of the normal hours to support or arrange support for roles in an Incident Management Team (IMT). Additional hours worked will be remunerated in accordance with the relevant Enterprise Agreement.

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:

A 'C' Class Driver's licence is essential.

This position requires a Working with Vulnerable People Check.

This position may require a pre-employment medical.

Eligible applicants will undergo a police record check

Highly desirable:

Ability to operate vehicles and other mechanical equipment in the store's environment.

Willing to work out of hours and be rostered on to undertake on-call 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.

Selection may be based on application and referee reports only.

How to apply: Applicants should submit a response of no more than two-pages addressing the Position

Capabilities, together with your curriculum vitae and the contact details of at least two referees.

See the attached Position Description for further information about the role.

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

Contact Officer: Katrina Alexander 0422818167 katrina.alexander@act.gov.au

ACT Corrective Services

Corporate Services

People and Culture

ACTCS Wellbeing Coordinator

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56865)

Gazetted: 25 May 2022

Closing Date: 8 June 2022

Details: A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for a highly motivated, values-driven professional to join Corporate Services as the Wellbeing Coordinator (ASO6). The ACTCS Wellbeing Coordinator plays a key role in the delivery of key wellbeing tasks and assistance in the establishment and delivery of the ACTCS Wellbeing Program. This includes coordinating and connecting all ACTCS staff to initiatives, training and support that empowers ACTCS staff to make informed choices and take action to address and improve their health and wellbeing.

In addition, you will be required to monitor, maintain and analyse unscheduled leave for Correctional Officers, implementing measures, in conjunction with management and peer support officers, to ensure staff are adequately supported.

Further to this, you will contribute broadly to improving workplace safety, reducing workplace injuries, reducing absenteeism and addressing issues related to morale and culture.

To be successful, you will have a demonstrated knowledge of wellbeing programs/initiatives, be able to work collaboratively and possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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 LGBTQI are encouraged to apply.

Eligibility/Other requirements:

The successful candidate may be required to undergo a criminal record check

This position requires a pre-employment medical

This position does not require a Working with Vulnerable People Check.

Experience in a correctional facility environment is highly desirable

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

How to apply: Applicants are required to submit two items:

A one-to-two-page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements.

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

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

Contact Officer: Jacqui Raby (02) 62075215 Jacqui.Raby@act.gov.au

Corporate

Deputy Director-General Justice

Executive Level 3.2 \$370,574 - \$387,154 depending on current superannuation arrangements, Canberra (PN: E723)

Gazetted: 25 May 2022

Closing Date: 8 June 2022

Details: The Justice and Community Justice Directorate is seeking expressions of interest from experienced senior executives to temporarily fill the Deputy Director-General Justice role.

The Deputy Director-General Justice advises and supports the Chief Minister, Attorney-General, Minister for Gaming, Minister for Consumer Affairs, Minister for Police and Emergency Services, Minister for Corrections, Minister for Human Rights, and Special Minister of State.

The Directorate delivers a wide range of justice and community safety services within the ACT and seeks to maintain a fair, safe and peaceful environment in which people's rights and interests are respected and protected. Eligibility/Other Requirements: To be a strong contender, you will need to have an outstanding record of achievement as a senior executive in a large, complex, politically sensitive, and operationally diverse organisation. You will also have a proven record of achievement in contributing to and influencing key policy decisions and providing timely and robust advice on a range of portfolio/service-wide issues. Your well-honed representational and stakeholder management skills, sound judgement and collegiate approach will be complemented by an interpersonal style that engenders trust and respect. Formal legal qualifications are desirable.

Remuneration: The position attracts a remuneration package ranging from \$370,574 - \$387,154 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$331,598.

Note: This is a temporary position available from 30 June 2022 to 03 October 2022.

How to Apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role.

Applications should be sent to the Contact Officer.

Contact Officer: Richard Glenn (02) 6207 0500 jacsodg@act.gov.au

ESA

Corporate

Finance

Business Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 12188)

Gazetted: 23 May 2022

Closing Date: 6 June 2022

Details: The Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue Service, ACT Rural Fire Service and ACT State Emergency Service. The Agency's supporting branches are People, Culture and Training, Risk and Planning, Capability, Coordination and Support, and Finance.

The Finance Branch is responsible for the provision of financial management, advice and support services across the ESA to support operations, and to provide operational assistance where an Incident Management Team (IMT) is established.

It undertakes day-to-day financial management activities such as financial reporting, budget development and management, costing and pricing, business analysis, internal assurance, accounts payable and receivable management as well as providing advice on strategic matters.

The successful applicant will provide high level operational and administrative support to the Executive Branch Manager and the broader team within the Finance Branch. The Business Support Officer will be highly organised and efficient with excellent communication skills and will be responsible for adeptly managing a busy Executive.

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

Eligibility/Other Requirements: A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required.

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

How to Apply: If you're interested in the role, please send through a two page pitch with your curriculum vitae and contact details of at least two referees.

The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robyn White (02) 6207 5279 Robyn.White@act.gov.au

Corporate

People and Workplace Strategy

Assistant Director, KRONOS Administration and Projects

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51195)

Gazetted: 23 May 2022

Closing Date: 6 June 2022

Applications are sought from candidates interested in undertaking the role of Assistant Director, KRONOS Administration and Projects. The Assistant Director, KRONOS Administration and Projects will lead the JACS component of the HRIMS KRONOS integration project.

Under the broad direction of the Chief Human Resources Officer, the Assistant Director, KRONOS Administration and Projects will lead change management associated with the new HRIMS and improved KRONOS functionality including management of overtime allocation; undertake the day to day management of the KRONOS contract; review future requirements of JACS Kronos, including system administration and process improvement and provide administrative assistance with pay and rostering processes in the absence of business unit workforce/rostering teams. The Assistant Director, KRONOS Administration and Projects will have well developed information technology skills and the ability to manage information and produce high level quality reports. The successful applicant will also have demonstrated project management skills including the ability to lead, manage and have oversight of complex projects. The Assistant Director, KRONOS Administration and Projects will have well developed written and verbal communication skills including the ability to effectively liaise with a diverse range of internal and external stakeholders.

Eligibility/Other Requirements: A high degree of KRONOS technical expertise, including Workforce Central (Cloud) 8.1 is highly desirable.

Note: This is a temporary position available immediately for 12 months with the possibility of permanency. See attached Position Description for further information about this position.

How to apply: Applicants should provide a written pitch, of no more than two pages, addressing both the Professional/Technical Skills and Knowledge and Behavioural Capabilities for the role. Your application should be accompanied by a current curriculum vitae that includes the names of two referees.

All enquiries regarding the role should, in the first instance, be emailed to richard.palic@act.gov.au. Mr Palic will then contact you, via telephone, to discuss the role.

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

Contact Officer: Richard Palic 62053831 richard.palic@act.gov.au

Emergency Services Agency

Capability, Coordination and Support

Procurement and Contracts Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 15609)

Gazetted: 23 May 2022

Closing Date: 6 June 2022

Details: The Emergency Services Agency (ESA) is seeking applications from highly motivated, experienced and detail orientated individuals to fill the position of Procurement and Contracts Officer.

Under the direction of the ESA Procurement Director, The Procurement and Contracts Officer will prepare procurement and contract related documents including assisting with conducting market research, documenting new supplier registrations, procuring goods and services for the Territory's Emergency Services, maintenance and construction projects, facilities management and ESA's fleet vehicles.

This role will also require you to assist with a range of administrative tasks including the preparation of meeting papers, minute taking and support the operational Services across a wide range of projects within ESA. The position also assists with financial reporting against contract Key Performance Indicators (KPIs), contract health checks, ensuring governance on process, approvals and contract registers to ensure accountability and audit. Your actions will generate tangible impacts for the ACT's Emergency Services and the wider community.

Eligibility/Other Requirements:

'C' Class Driver's licence is essential.

This position does not require a pre-employment medical.

A Certificate IV/Diploma of Procurement and Contract Management is highly desirable.

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree O'Neale (02) 6207 8437 maree.oneale@act.gov.au

Office of the Director-General

Executive Officer to the Director-General

Senior Officer Grade B/A \$133,552 - \$155,107, Canberra (PN: 13047)

Gazetted: 20 May 2022

Closing Date: 3 June 2022

Details: The Director-General of the Justice and Community Safety Directorate, Richard Glenn, is seeking an Executive Officer for 12 months.

The Executive Officer provides high-level executive support to the Office of the Director-General (ODG) to: Proactively identify priority issues requiring the Director-General's early attention.

Provide timely strategic and procedural advice on directorate and government matters.

Support the ODG's engagement with Minister's Ministers' Offices, other Directors-General and their agencies.

Support Senior Executives' engagement with ODG.

Coordinate and/or prepare briefings and correspondence for the Director-General.

Undertake projects, conduct research and analysis for the Director-General and manage sensitive appointments.

Prepare speeches and talking points for Director-General participation at events.

The successful applicant should have a good knowledge, or capacity to quickly gain good knowledge, of the foundations of the Directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. Strong communication abilities, attention to detail and commitment to working as part of a small team are also important attributes for undertaking the role.

The position also requires the highest degree of integrity and trust due to exposure to highly sensitive materials and classified documents.

Interested individuals are encouraged to contact the Contact Officer for further information about the role.

Eligibility/Other Requirements: Possession of, or the ability to acquire, a Negative Vetting (NV1) national security clearance.

Note: This is a temporary position available immediately for 12 months. The successful applicant will be engaged at either the Senior Officer Grade B or Senior Officer Grade A level depending on their current level, skills and experience.

How to Apply: Applicants should provide a one or two page pitch outlining their Professional/Technical skills, Knowledge and Behavioural capabilities, along with a curriculum vitae, including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirra Cox (02) 6205 3407 Kirra.Cox@act.gov.au

Corporate

Chief Human Resource Officer

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E635)

Gazetted: 20 May 2022

Closing Date: 16 June 2022

Details: The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient community in the ACT by working with key stakeholders and the community to strengthen community safety, protect people's rights and interests, care for and support vulnerable people, enhance access to justice and build community resilience to emergencies.

As the Directorate's Chief Human Resource Officer (CHRO) you will report to the Chief Operating Officer and will be responsible for the oversight of all aspects of strategic Human Resource management and industrial relations practice and operations for the Directorate on behalf of the Director-General. You will support the Directorate executives in the development of a high performing culture, lead the delivery of a range of strategic Human Resource management services and provide oversight and advise on employment policy and practice, employee and industrial relations, workplace safety and injury management and coordinates service provision to the Directorate by Shared Services. You will have a sound understanding and experience in the delivery of Human Resource and corporate service delivery and excellent relationship skills. You will be able to drive workplace health and safety to achieve Directorate wide improvements and revise and implement better strategies for injury management.

To be a strong contender for this important role you will excel in working in complex environments and you will be forward thinking, self-motivated, resilient and adept at building relationships across a broad range of sectors. Your integrity, judgement and strong leadership credentials will be paramount. You will have a strong focus on workforce strategy and be adept at managing sensitive issues under significant pressure. Your impressive personal style and ability to engender trust and respect will be complemented by your excellent people skills, intellectual rigor, and first-class influencing skills.

You will be an outstanding leader with a substantial record of achievement ideally in the area of human resources or a related area. You will have experience and/or understanding of strategic workforce planning, people policy including employment conditions, people strategy and culture, human Resources services and industrial relations. Remuneration: The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

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: For further information and to apply visit www.executiveintelligencegroup.com.au. Before applying please obtain selection documentation from the Executive Intelligence Group vacancies page Ref. No. 810. Please submit your application prior to 11:00 am on the closing date. If, after reading the selection documentation, you require further information please contact Tricia Searson or Karina Duffey on (02) 6232 2200.

Contact Officer: Tricia Searson or Karina Duffey (02) 6232 2200 admin@execintell.com.au

Legal Aid Commission

Special Counsel

Full-time Temporary

Closes: 06 June 2022

Classification: Legal 6

Salary: \$170,454 plus superannuation

Position No: Legal 6

Directorate: Legal Aid Commission

Advertised (Gazetted date): 24 May 2022

Contact Officer: John Boersig on HR@legalaidact.org.au or 6243 3455

Details: Legal Aid ACT is seeking a highly skilled lawyer to fill a newly created role across in our Legal Practices (Criminal, Family and General).

As a senior advocate you will be expected to have a focus on specialist advice and representation, development, and whole of organisation support for our lawyers.

This position would participate in the Executive and Senior Leadership of the Commission.

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required. COVID vaccination and booster management is currently a condition of employment.

Note: This is temporary position available from June 2022 for up to 12 months with the possibility of extension.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Major Projects Canberra

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

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

Project Development and Support

Communications

Director Engagement, Light Rail

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54195)

Gazetted: 24 May 2022

Closing Date: 7 June 2022

Details: Are you an experienced communications and engagement professional, looking to take the next step in your career? Do you enjoy the thrill of large projects and thrive in a fast-paced environment? Then this could be the opportunity for you!

Major Projects Canberra is seeking a self-motivated and enthusiastic individual to join our Communications and Engagement team and lead the delivery of engagement strategies and initiatives on the light rail to Woden project. This is an exciting opportunity to work on one of the largest and most complex city-shaping projects in the Territory and deliver creative and targeted stakeholder engagement strategies.

You'll need a strong track record in providing communications advice; successfully planning and implementing creative and effective engagement strategies and initiatives; and a strong focus on maintaining effective working relationships with partners, stakeholders and colleagues at all levels.

Working closely with the Project Director and the Communications lead for light rail, every day will bring a new challenge and you'll be contributing to a collaborative and supportive team culture.

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

Eligibility/Other requirements: Desirable:

Relevant tertiary qualifications or a minimum of 8 years' experience working professionally in the fields of communications and/or community engagement.

Trained and certified in IAP2 or equivalent best practice community engagement.

The ability to work flexibly with some out of hours work may be required.

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

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

Selection may be based on application and referee reports only.

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a one page pitch addressing why your experience and qualifications make you the best person for this role and your suitability against the Selection Criteria (Professional/Technical Skills and Knowledge and Behavioural capabilities). Please include a current curriculum vitae and contact details of two referees.

Applications to be submitted via the "Apply Now" button below:

Contact Officer: Laura Jack (02) 62054495 Laura.Jack@act.gov.au

CIT Woden Project

Project Manager

Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 51106)

Gazetted: 23 May 2022

Closing Date: 30 May 2022

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the delivery of a new Canberra Institute of Technology campus in Woden, new Woden public transport interchange and associated urban realm improvements.

The Project Manager role sits in the delivery team within the Woden CIT Campus Project Team. This collaborative team work closely together on all aspects of the delivery of this significant project. You will be part of a team delivering capital infrastructure within an operational environment, working closely with community stakeholders and industry to deliver planned infrastructure works whilst limiting impact of these works on the Woden Town Centre and broader community.

The Project Manager will be required to undertake their role as described in the position description. If this sound like you and you appreciate working as part of an experienced and committed team to deliver one of the ACT Governments most notable projects, this position would be suited to you.

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

Eligibility/Other Requirements:

Mandatory:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

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

Desirable:

Experience managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.

Road and transport infrastructure development experience.

Education infrastructure development experience.

Unrestricted drivers' licence.

Ability to move around a construction site, including walking between sites and the office.

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

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

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

Contact Officer: Conor McNamara (02) 6205 2863 Conor.McNamara@act.gov.au

Project Development and Support

Communications

Communications and Engagement Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 20364)

Gazetted: 23 May 2022

Closing Date: 13 June 2022

Details: Are you a communications whiz looking for a new opportunity? Do you like a challenge and want to be a key part of a high performing team delivering city-shaping projects across Canberra? Then this opportunity is for you!

Major Projects Canberra (MPC) is seeking a motivated and enthusiastic individual to join our Communications and Engagement Team in a crucial project support role. MPC is leading the planning, procurement, and delivery of some of the largest and most complex projects in the Territory such as Light Rail to Woden, Canberra Hospital Expansion and the new CIT Campus Woden.

As a Communications and Engagement Officer for the team, you will have the opportunity to work across each of these diverse projects while also supporting directorate wide initiatives. Your day-to-day work will involve a variety of tasks such as:

Drafting content for project updates or social media posts
Entering stakeholder data into our relationship management system
Coordinating public enquiries about projects and construction works
Staffing our Woden Renewal Hub and providing customer service to community members
And so much more!

This is a great opportunity to be part of a dynamic team and explore the world of major infrastructure projects. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Relevant tertiary qualifications and experience working professionally in a communication or customer service role is highly desirable.

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

Selection may be based on application and referee reports only.

How To Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

We encourage creativity so think outside the box with your application!

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

Contact Officer: Laura Jack (02) 62054495 Laura.Jack@act.gov.au

Transport Canberra and City Services

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

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

City Services

ACT NoWaste

Waste Regulation

Director Waste Regulation

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 37979)

Gazetted: 25 May 2022

Closing Date: 13 June 2022

ACT NoWaste delivers the ACT Government's recycling and waste management program and is a unique organisation in Australia: we deliver both state/territory and local government functions. We are a diverse, innovative and professional team 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.

The Director, Waste Regulation fulfils a key role in the delivery of waste management outcomes for the Territory, leading engagement with industry and ensuring compliance with the requirements under the *Waste Management and Resource Recovery Act 2016*.

The Director leads a diverse team to deliver regulatory policy development, licensing of waste facilities, registration of waste transporters, waste activity reporting, and administration of the ACT Container Deposit Scheme.

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?"

Eligibility/Other Requirements:

Experience and/or qualifications working in an environment undertaking a range of regulatory activities such as compliance monitoring, auditing, assurance, enforcement, or investigation would be highly regarded.

Certificate IV in Government (Statutory Compliance), Certificate IV in Government (Investigations), Certificate IV in Quality Audit, or equivalent, or willingness to obtain.

A current Class C driver's licence or equivalent.

A Work, Health and Safety Construction Induction "White Card", first aid qualification, and completion of personal safety training (such as Situational Awareness) would be highly regarded.

The successful applicant must meet suitability requirements (experience, qualifications and personal character) to be appointed as an Authorised Person under the *Waste Management and Resource Recovery Act 2016*.

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

How to apply: Please address the criteria highlighted under the 'What you Require' section located in the Position Description (maximum four pages), including Behavioural Capabilities and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Katherine Harrington (02) 6205 4878 katherine.harrington@act.gov.au

Chief Operating Officer Group

TCCS Finance

Finance Business Partners

Finance Business Partner

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 33201)

Gazetted: 23 May 2022

Closing Date: 6 June 2022

Would you like to be part of team of dynamic Finance Business Partners within the Finance Branch? We have an exciting opportunity as a Finance Business Partner, looking after a number of business units within TCCS. As a Finance Business Partner, you are the key link between Finance and business units within TCCS.

About you

You're an experienced management accountant with the ability to assist and communicate easily with a diverse range of staff within TCCS. Patient and understanding, you work well in small teams under limited supervision and provide assistance, advice and financial reports, budgets and forecasts to management and staff.

About the role

The Finance Branch sits within the Chief Operating Officer Group and is responsible for facilitating the management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, and line managers. The Finance Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-ordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and technical reporting capabilities to the Directorate.

This position is part of a small and dynamic team reporting to the Senior Director, Finance Business Partners. The position provides business units within Transport Canberra and City Services with financial and budgeting support, reporting and advice on a range of financial issues. Providing advice to the CFO, management and the Executive team on a diverse range of financial issues.

You will:

Undertake management accounting responsibilities within the team relating to relevant business units provide briefings and advice to the Executives and Managers on financial, budget and forecast related issues.

Look for and implement business processes improvements.

Participate in negotiations, liaison and coordination across the Directorate and with other government agencies.

Contribute to the planning activities of the Finance Branch and ensure the Branch is meeting a wide range of Governance requirements.

Promote a commitment to high quality customer service principles, practices and attributes.

Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

Eligibility/Other Requirements: Tertiary qualifications in accounting and professional membership or progress towards CPA or CA membership is highly desirable as well as the ability to develop and manipulate financial modelling tools and use complex spreadsheets and TM1/CDM is highly desirable.

Joining the team

The Finance Business Partners are a small team who love what we do.

Note: This is a temporary position available immediately for a period of six months with possibility of extension and/or permanency. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Interested candidates are requested to provide a written application (maximum three pages) demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements

for this role outlined in the Position Description. Please provide a recent curriculum vitae and the contact details of two referees.

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

Contact Officer: Gary Spencer (02) 6207 6339 gary.spencer@act.gov.au

APPOINTMENTS

ACT Health

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

Tansy Collyer, Section 68(1), 13 May 2022

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

Syed Hassan Naqvi, Section 68(1), 27 May 2022

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

Aimee Slocombe, Section 68(1), 23 May 2022

Canberra Health Services

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Milka(Millie) ARANDJELOVIC, Section 68(1), 26 May 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Alicia Barnes, Section 68(1), 17 May 2022

Technical Officer Level 1 \$61,765 - \$64,757

Chantelle Bertoldo, Section 68(1), 26 May 2022

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

Siu Fung Hui, Section 68(1), 19 May 2022

Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level)

Hebatallah Ibrahim, Section 68(1), 23 May 2022

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

Ramanjeet Kaur Kang, Section 68(1), 26 May 2022

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

Lauren Lind, Section 68(1), 20 May 2022

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

Amanda Newsham, Section 68(1), 19 May 2022

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

Thao Nguyen, Section 68(1), 26 May 2022

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

Shannon Ord, Section 68(1), 23 May 2022

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

Jarrod Robinson, Section 68(1), 23 May 2022

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

Alexander Szabo, Section 68(1), 26 May 2022

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

Monika Tencic, Section 68(1), 19 May 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Kuenzang Tobgay, Section 68(1), 13 May 2022

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

Carla Whittaker, Section 68(1), 19 May 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Jing Yu, Section 68(1), 19 May 2022

Canberra Institute of Technology

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

Cheryl Clarkson, Section 68(1), 30 May 2022

Chief Minister, Treasury and Economic Development

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

Tanya Alston, Section 68(1), 23 May 2022

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

Rebekah Bell, Section 68(1), 23 May 2022

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

Liam Blore, Section 68(1), 26 May 2022

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

Avneet Chand, Section 68(1), 25 May 2022

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

Shakila Jahan, Section 68(1), 23 May 2022

Infrastructure Officer 2 \$90,210 - \$103,785

Greg Kidney, Section 68(1), 26 May 2022

Information Technology Officer Class 2 \$90,099 - \$103,117

Benjamin Kim, Section 68(1), 19 May 2022

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

Kester Nip, Section 68(1), 18 May 2022

Environment, Planning and Sustainable Development

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

Roshan Bhakta Bhandari, Section 68(1), 23 May 2022

Justice and Community Safety

Patient Transport Officer 1 \$62,023 - \$65,912

Chelsea Dawe, Section 68(1), 23 May 2022

Patient Transport Officer 1 \$62,023 - \$65,912

Paul Hughes, Section 68(1), 23 May 2022

Patient Transport Officer 1 \$62,023 - \$65,912

Melanie Stokan, Section 68(1), 23 May 2022

Major Projects Canberra

Senior Officer Grade A \$155,107

Michael Lee Thornton, Section 68(1), 24 May 2022

Transport Canberra and City Services

Bus Operator - Training \$73,589

Joshua Davis, Section 68(1), 21 May 2022

Bus Operator - Training \$73,589

Poul Francis, Section 68(1), 21 May 2022

Bus Operator - Training \$73,589

Jinoy Geevarghese John, Section 68(1), 21 May 2022

Bus Operator - Training \$73,589

John Panok, Section 68(1), 21 May 2022

Bus Operator - Training \$73,589

Gursewak Singh, Section 68(1), 21 May 2022

TRANSFERS

Canberra Health Services

Kaye Russell

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 23712) (Gazetted 31 March 2022)

Chief Minister, Treasury and Economic Development

Roberto Monge

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 15487) (Gazetted 18 March 2022)

Matthew Potter

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

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 32540) (Gazetted 6 October 2021)

Sally Randall

From: Administrative Services Officer Class 6 \$90,099
Canberra Institute of Technology
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 33101) (Gazetted 8 October 2021)

Jacinta Smith

From: Senior Officer Grade B \$150,347
Justice and Community Safety
To: Senior Officer Grade B \$133,552 - \$150,347
Chief Minister, Treasury and Economic Development, Canberra (PN. 16337) (Gazetted 19 April 2022)

Transport Canberra and City Services

Bernard Murphy

From: Technical Officer Level 3 \$78,051 - \$88,207
Transport Canberra and City Services
To: General Service Officer Level 9 \$78,051 - \$88,207
Transport Canberra and City Services, Canberra (PN. 54997) (Gazetted 31 January 2022)

PROMOTIONS

Canberra Health Services

Canberra Health Services

Jessica-Lee Craig

From: Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level)
Canberra Health Services
To: Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level)
Canberra Health Services, Canberra (PN. 57242) (Gazetted 11 April 2022)

Kathleen Fisher

From: Administrative Services Officer Class 3 \$67,770 - \$72,935
Canberra Health Services
To: Administrative Services Officer Class 4 \$75,239 - \$81,466
Canberra Health Services, Canberra (PN. 45244) (Gazetted 9 March 2022)

Gifty Fugah

From: Registered Midwife Level 1 \$71,730 - \$95,818
Canberra Health Services
To: Registered Midwife Level 2 \$99,612 - \$105,575
Canberra Health Services, Canberra (PN. 22475) (Gazetted 3 December 2021)

Reeni George

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. 56622) (Gazetted 28 February 2022)

Melanie Grimmer

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 20159) (Gazetted 1 April 2022)

Canberra Health Services

Rosalina Gulyas

From: Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22047) (Gazetted 9 March 2022)

Canberra Health Services

Kim Hansen

From: Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level)

Canberra Health Services

To: Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level)

Canberra Health Services, Canberra (PN. 57241) (Gazetted 11 April 2022)

Belinda Hauraki

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 29515) (Gazetted 9 March 2022)

Belinda Napier

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22321) (Gazetted 3 December 2021)

Milica Radovanovic

From: Health Service Officer Level 3 \$54,613 - \$56,388 (Retention Point CHS Only \$56,483-\$61,166)

Canberra Health Services

To: Technical Officer Level 1 \$61,765 - \$64,757

Canberra Health Services, Canberra (PN. 17152) (Gazetted 9 February 2022)

Ajay Thomas

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. 56621) (Gazetted 28 February 2022)

Patrick Wells

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

Canberra Health Services

To: †Senior Officer Grade A \$155,107

Canberra Health Services, Canberra (PN. 04420) (Gazetted 8 February 2022)

Canberra Institute of Technology

CIT Corporate Services

CIT Corporate Services

CIT Student Information Management Systems

Mitar Antonijevic

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

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$75,239 - \$81,466
Canberra Institute of Technology, Canberra (PN. 18397) (Gazetted 11 May 2022)

Education and Training Services
CIT Health, Community and Science College
CIT Science

Joshua Butcher

From: Administrative Services Officer Class 4 \$75,239 - \$81,466
Canberra Institute of Technology
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
Canberra Institute of Technology, Canberra (PN. 49661) (Gazetted 4 May 2022)

Corporate Services
Corporate Services
CIT Facilities

James Stephen

From: General Service Officer Level 3 \$53,149 - \$55,129
Canberra Institute of Technology
To: General Service Officer Level 5 \$58,918 - \$62,023
Canberra Institute of Technology, Canberra (PN. 07185) (Gazetted 5 April 2022)

Education and Training Services

CIT Trade Skills

Stephanie Vasey

From: Administrative Services Officer Class 2/3 \$59,813 - \$72,935
Canberra Institute of Technology
To: Administrative Services Officer Class 4 \$75,239 - \$81,466
Canberra Institute of Technology, Canberra (PN. 37516) (Gazetted 25 February 2022)

City Renewal Authority

City Renewal Authority
Place Experience and Communications
Communications and Engagement Team
Douglas Millen

From: Senior Officer Grade C \$113,397 - \$122,062
Environment, Planning and Sustainable Development
To: Senior Officer Grade B \$133,552 - \$150,347
Environment, Planning and Sustainable Development, Canberra (PN. 57130) (Gazetted 5 April 2022)

Chief Minister, Treasury and Economic Development

Digital, Data and Technical Solutions
Customer Engagement Services Branch
Health ICT
John Cordie

From: Information Technology Officer Class 2 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development, Canberra (PN. 37710) (Gazetted 23 July 2021)

Digital, Data and Technical Solutions
Strategic Business Branch
Xin Lu

From: Information Technology Officer Class 2 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development (PN 01341) Gazetted 31 March 2022)

Economic Development

Events ACT

Taylor Gallagher

From: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 22636) (Gazetted 27 October 2021)

Revenue Management

Operations

Manmeet Kaur

From: Administrative Services Officer Class 3 \$67,770 - \$72,935
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 02749) (Gazetted 24 June 2021)

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Sergio Soto

From: Information Technology Officer Class 2 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development, Canberra (PN. 02228) (Gazetted 30 March 2022)

Integrated Facilities Management

Grant Voysey

From: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development
To: †Infrastructure Officer 2 \$90,210 - \$103,785
Chief Minister, Treasury and Economic Development, Canberra (PN. 46716) (Gazetted 25 June 2021)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Community Services

Housing ACT

Policy and Business Transformation

Homelessness Services

Kelly McGrath

From: Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Community Services, Canberra (PN. 57507) (Gazetted 7 May 2021)

Education

School Performance and Improvement

South/Weston Network

Narrabundah College

Julie Bauer

From: \$75,443 - \$112,930

Education

To: † School Leader C \$130,338

Education, Canberra (PN. 57633) (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.

Environment, Planning and Sustainable Development

City Renewal Authority

Claudia Chappe de Leonval

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. 53515) (Gazetted 5 April 2022)

Sustainability and the Built Environment

Climate Change and Sustainability

Program Delivery and Policy

Hayden Vest

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. 50592) (Gazetted 30 September 2021)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

AMC Executive Support Team

Sarah-Jane Anderson

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 49896) (Gazetted 7 April 2022)

ACT Corrective Services

Corporate Services

Facilities Management Unit

Timothy Clear

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

Justice and Community Safety

To: General Service Officer Level 8 \$72,451 - \$76,559

Justice and Community Safety, Canberra (PN. 48855) (Gazetted 1 January 2000)

This promotion is made in accordance with Section 20 of the Public Sector Management Standards.

Parliamentary Counsel's Office

Legislative Drafting Section

Anne--Marie Hardwick

From: Assistant Parliamentary Counsel 1 \$69,739 - \$140,456

Justice and Community Safety

To: † Assistant Parliamentary Counsel 2 \$152,603 - \$158,874

Justice and Community Safety, Canberra (PN. 42296) (Gazetted 11 April 2022)

ACT Law Courts and Tribunal

ACT Civil and Administrative Tribunal

Senior Director, ACAT Operations

Brenton Hutchison

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

Justice and Community Safety

To: †Senior Officer Grade A \$155,107

Justice and Community Safety, Canberra (PN. 39348) (Gazetted 4 March 2022)

ACT Corrective Services

Corporate Services

Facilities Management Unit

Carmine Masullo

From: General Service Officer Level 7 \$66,857 - \$70,601

Environment, Planning and Sustainable Development

To: General Service Officer Level 8 \$72,451 - \$76,559

Justice and Community Safety, Canberra (PN. 48856) (Gazetted 1 January 2000)

This promotion is made in accordance with Section 20 of the Public Sector Management Standards.

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Clare Sheehan

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

Community Services

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

Justice and Community Safety, Canberra (PN. 56637) (Gazetted 16 March 2022)

Parliamentary Counsel's Office

Legislative Drafting Section

Clare Steller

From: Assistant Parliamentary Counsel 1 \$69,739 - \$140,456

Justice and Community Safety

To: †Assistant Parliamentary Counsel 2 \$152,603 - \$158,874

Justice and Community Safety, Canberra (PN. 42292, several) (Gazetted 11 April 2022)

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Kylie Woodward

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. 56636) (Gazetted 16 March 2022)

Transport Canberra and City Services

City Services

City Presentation

Licensing and Compliance

Heather Cross

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. 15214) (Gazetted 10 March 2022)

Worksafe ACT

WorkSafe ACT

Corporate

HR and Corporate

Penelope Parker

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

Worksafe ACT

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

Worksafe ACT, Canberra (PN. 50500) (Gazetted 17 February 2022)

WorkSafe ACT

WorkSafe ACT

Strategy and Occupational Hygiene

Alysha Stokoe

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

Worksafe ACT

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

Worksafe ACT, Canberra (PN. 56813) (Gazetted 16 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.

CORRIGENDA

Canberra Health Services

Transfer for Haylee Norris AGS 86130702 gazetted 19/05/2022 date of effect should be 09/06/2022

Canberra Health Services

Transfer for Seena John AGS 83446023 gazetted 19/05/2022 date of effect should be 04/08/2022