



ACT Government Gazette

Gazetted Notices for the week beginning 23 June 2022

VACANCIES

ACT Audit Office

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

Performance Audit

Assistant Director

Audit Manager \$118,489 - \$127,757, Canberra (PN: 42799)

Gazetted: 24 June 2022

Closing Date: 8 July 2022

Details: The ACT Audit Office seeks people with excellent analytical, research and investigatory skills to join the Performance Audit team. As an Assistant Director, you will be planning and implementing performance audits, other reviews and investigations of the operations of ACT public sector entities.

The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory.

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 are highly desirable. All applicants must be fluent in English. All ACT Audit Office employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position, you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

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

How to Apply: Applicants are to provide a maximum two-page pitch addressing the Selection Criteria located in the Position Description and provide a current curriculum vitae and contact details of two referees.

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

Contact Officer: TanjaM Porter (02) 6207 2537 TanjaM.Porter@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from
<http://www.health.act.gov.au/employment>.
Apply online at <http://www.health.act.gov.au/employment>

Population Health Division

Health Protection Service

Pharmaceutical Services

Technical Officer

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 38121)

Gazetted: 27 June 2022

Closing Date: 11 July 2022

Details: The Pharmaceutical Services Section has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community.

These responsibilities are stipulated under the *Medicines, Poisons and Therapeutic Goods Act 2008*, and *Public Health Act 1997*. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion.

This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring supplies from pharmacies through weekly dispensing reports. Reporting to the Senior Pharmacist, the Pharmaceutical Technician will undertake technical regulatory operations within the section, primarily processing of controlled medicine approval applications under delegation of the Chief Health Officer and associated prescription monitoring and recall functions. They will also have good verbal and written and communication skills, ability to work to procedures and be confident working in a high performing team.

Eligibility/other requirements: Formal qualifications in a health-related field, including but not limited to Certificate III or IV in hospital or community pharmacy services or equivalent is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment National Police Check.

Note: This is a temporary position available from 31 August up until 31 March 2023.

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

Selection may be based on application and referee reports only.

How to apply: Please submit a written response to the Selection Criteria of no more than two A4 pages outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour, and related experience) along with your current curriculum vitae and list two referees and their contact details, one of which should be your current supervisor/manager.

Applications should be submitted via the Apply Now button below:

Contact Officer: Emma Booth (02) 5124 9001 Emma.Booth@act.gov.au

Digital Solutions Division

Future Capability

Technical Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: C12875, several)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system.

The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team comprises of approximately 120 staff with administrative, technical, clinical, and nursing backgrounds.

The Digital Health Record Program has several openings for Technical Officers within the Technical Project. Duties of the role may include data entry, deployment and testing of medical devices at Canberra Hospitals and supporting the team with other key activities for the Digital Health Record.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job.

ACT Health 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 role requires you to undergo an Australian Federal Police National Police Check. The check assists the ACT Health in determining the suitability of applicants for employment.

Note: These positions will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

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 whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Timothy Panoho (02) 5124 9298 Timothy.Panoho@act.gov.au

Digital Solution Division

Office of the Chief Information Officer

Divisional Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 48230, several)

Gazetted: 24 June 2022

Closing Date: 8 July 2022

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities?

Do you want to be part of a dynamic team responsible for the operations of a large Division?

The Digital Solutions Division within the ACT Health Directorate is recruiting a Divisional Support Officer to provide timely, accurate, confidential and comprehensive divisional support. You will have strong organisational skills and attention to detail, adaptability and flexibility to accommodate change, and well developed interpersonal and communication skills.

ACT Health 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 role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) security clearance. To be eligible for an NV1 security clearance, you must be an Australian Citizen. If you were not successful in obtaining a security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Note: This is temporary position available immediately for a period of 10-month with the possibility of permanency.

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

How to Apply: Please submit a 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: Caitlin Sands, Caitlin.Sands@act.gov.au (02) 5124 9340

Population Health

Health Protection Service

Environmental Health

Environmental Health Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 29631)

Gazetted: 23 June 2022

Closing Date: 12 July 2022

This position is suitable for an experienced and qualified Environmental Health Officer who will be responsible for conducting food safety inspections, investigating food business complaints and assessing food business registration applications against the *Food Act 2001* and the Australian New Zealand Food Standards Code. The position will also be responsible for investigating food poisoning outbreaks within a multidisciplinary team, conducting routine and statutory food samples, contributing to and developing food safety information for industry, providing onsite advice and education to food handlers and contributing to ongoing procedural improvements. The Health Professional Level 3 is a senior position within the team with mentoring, supervision, and training responsibilities.

Environment responsibilities include conducting swimming pool and cooling tower inspections, investigating insanitary conditions, reviewing development applications for potential public health concerns, regulating potable and recreation water, and providing environmental health input into emerging public health issues.

Eligibility/Other Requirements: Tertiary qualification:

A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or

Graduate Diploma in Environmental Health recognised by Environmental Health Australia [Accredited courses - Environmental Health Australia Ltd. \(eh.org.au\)](http://eh.org.au)

Applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered.

Note: This is a temporary position available from 1 August 2022 for a period of nine months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Applicants are to provide detailed examples of experience against each of the listed Professional/Technical Skills and Knowledge and Behavioural Capabilities listed within the Position Description. A current curriculum vitae must also be provided with a copy of relevant Environmental Health qualifications.

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

Contact Officer: Lyndell Hudson (02) 5124 6125 lyndell.hudson@act.gov.au

Digital Solutions Division

Future Capability

Digital Health Record Technical Hub

Technical Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: C12348, several)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system.

The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team comprises of approximately 120 staff with administrative, technical, clinical, and nursing backgrounds.

The Digital Health Record Program has several openings for Technical Officers within the Technical Project. Duties of the role may include data entry, deployment and testing of medical devices at Canberra Hospitals and supporting the team with other key activities for the Digital Health Record.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job.

ACT Health 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 role requires you to undergo an Australian Federal Police National Police Check. The check assists the ACT Health in determining the suitability of applicants for employment.

Note: These positions will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

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 whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Timothy Panoho (02) 5124 9298 Timothy.Panoho@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

COVID-19 Response Operations

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48935)

Gazetted: 23 June 2022

Closing Date: 30 June 2022

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

The COVID-19 Response Team are seeking Assistant Directors to support the operational requirements within the Public Health Operations area. The working environment is dynamic and fast-paced. As the COVID-19 situation evolves, the people, systems and processes will need to adjust accordingly, which will require the Assistant Directors to be responsive, outcomes focused and organised. The successful applicants will be responsible for planning, implementing and progressing critical elements to support achieving business outcomes in responding to the evolving nature of COVID-19. Applicants should have high level administrative, organisational, planning and

leadership skills. You will require excellent verbal and written communication skills, be flexible and able to manage competing priorities while working under pressure and within tight timeframes.

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

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

How to apply: If you are interested in this exciting position, you can apply by providing the following documents: a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, your current curriculum vitae and contact details of two referees, one being your current supervisor.

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

Contact Officer: Louise Smith (02) 6207 8166 louise.smith@act.gov.au

Digital Solutions Division

Technology Operations

Critical Systems and Infrastructure Hub

Critical Systems Support Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 50880)

Gazetted: 24 June 2022

Closing Date: 8 July 2022

Do you have experience supporting critical ICT systems and a range of critical infrastructures? Do you want to work with a team of ICT professionals responsible for supporting and maintaining ACT Health's broad range of critical systems that support the ACT public health system?

We are looking for a suitably qualified and enthusiastic individuals who can work as part of a team of dedicated Critical Systems and Infrastructure Hub with a focus on delivering successful customer outcomes and contributing to the continued success of our team.

Eligibility/Other Requirements: This role requires you to be able to obtain and maintain an Australian Government NV1 security clearance sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be reassessed. This position will be required to provide technical support outside of the usual business hours for emergency or urgent issues with on-call or emergency overtime arrangements.

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

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

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

Contact Officer: Nicole Wang (02) 6205 2392 nicole.wang@act.gov.au

Digital Solutions Division

Technology Operations Branch

Technical Specialist, Operational Databases

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 53699)

Gazetted: 28 June 2022

Closing Date: 15 July 2022

Details: Are you a Senior Technical Specialist that has experience working within a diverse, fast-paced environment? Are you up for a challenge? Do you have experience managing Health ICT systems? Are you willing to perform 24/7 support of web, servers and applications in our new Health Enclave?

The Digital Solutions Division (DSD) within ACT Health is looking to hire suitably qualified and energetic individuals to support and maintain the new state of the art infrastructure. You will be responsible for managing the operational capability of web, servers and applications under the new Digital Health Record due to be released in late 2022.

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. Apply to work with us to enable exemplary person-centered care through digital innovation.

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

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

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

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

Contact Officer: Travis Wu (02) 5124 9845 Travis.Wu@act.gov.au

Digital Solutions Division

Technology Operations Branch

Support, Architecture and Software Hub

Assistant Director, IT Service Management

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57758)

Gazetted: 27 June 2022

Closing Date: 13 July 2022

Details: Are you a rock star at solving problems? Like working in a fast-paced environment working on a range of different tasks? Are you creative and have a passion for delivering results?

If so, ACT Health's Digital Solution Division has an opportunity for you!

The suitable applicant will have excellent communication and collaboration skills, work well independently and in a team environment and be able to live up to our division name by implementing Digital Solutions.

In this role, you will:

Oversee the day-to-day operations of the IT Service Management functions and the team including providing guidance and support to the on-site support team.

Manage the change and release management cycles.

Assist with developing processes and policies to support IT Service Management functions.

Provide divisional training and guidance in relation to IT Service Management functions.

Provide technical support services to ACT Health project teams.

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

Notes: This is a temporary position available immediately for six months with the possibility of permanency. The successful applicant will be working with the Support, Architecture and Software Hub team on-site at 4 Bowes Street, Woden.

How to Apply: Please submit a pitch of no more than two pages, a current curriculum vitae and contact details of two referees, one of whom is your current manager.

Your pitch will identify how your experience aligns with the role of Assistant Director, IT Service Management and does not have to specifically address the Selection Criteria.

Please include an example of one of your achievements over the last two years and how it relates to this position and the duties.

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

Contact Officer: Craig McMillan (02) 5124 9017 Craig.McMillan@act.gov.au

Health Systems Policy and Research

Office of Professional Leadership and Education

Office of the Chief Nursing and Midwifery Officer

Assistant Director of Nursing (ADON), Ratios Implementation

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 52963)

Gazetted: 27 June 2022

Closing Date: 14 July 2022

Details: Are you a nursing workforce change management extraordinaire? If so, we have the job for you! Join the Office of the Chief Nursing and Midwifery Officer to support the successful implementation of the Nurse/Midwife-to-Patient Ratio Framework across ACT public health services.

This position reports to the Ratios Implementation Manager and is responsible for analytical, administrative and project related tasks as well as assisting the Ratios Implementation Manager and Executive Directors of Midwifery/Nursing within public health services with change management in clinical settings.

In our Office we are busy creating a better working environment for nurses and midwives. We do this through stakeholder collaboration, by being “problem solvers”, by writing persuasive, high quality, and well-informed documents, and by sharing with and caring for our colleagues. It’s important to us that you support our team culture and contribute to maintaining our upbeat momentum.

The Chief Nursing and Midwifery Officer is responsible for the provision of professional and strategic leadership for the nursing and midwifery professionals within the ACT Health Directorate, Canberra Health Services, Calvary Public Hospital Bruce and across the ACT.

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

Eligibility/Other Requirements:

Be registered or eligible for registration with the Nursing and Midwifery Board [Australian Health Practitioner Regulation Agency (AHPRA)] as a Registered Nurse or Registered Midwife.

Have a minimum of five years’ experience working professionally in nursing and/or midwifery management or leadership role.

A postgraduate tertiary qualification in nursing, midwifery or project management is desirable.

As required, ensure compliance to the ACT public health services immunisation requirements.

Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Notes: This is a temporary position available immediately until November 2023 with the 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: Please submit a two-page written pitch addressing the Capabilities listed under ‘What You Require’ in the Position Description along with a current curriculum vitae and contact details of at least two referees, one of which is your current manager.

Shortlisted candidates may be required to submit two written referee reports prior to interview.

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

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

Population Health

Health Protection Service

Environmental Health

Assistant Director, Food Safety

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 27604)

Gazetted: 27 June 2022

Closing Date: 14 July 2022

The Environmental Health Food Safety team has a Team leader position. This position is suitable for an experienced and qualified Environmental Health Officer with management experience who will be responsible for managing a small team of Environmental Health Officer in the delivery of food and environmental health regulatory functions. The position requires management and implementation of quality assurance strategies including but not limited to daily management of all inspections, enforcement documents and audit reports and routine standardisation of inspection programs.

The Assistant Director position is also responsible for the provision of high-level advice to senior management and external stakeholders within areas of Environmental Health responsibilities.

Eligibility/Other Requirements:

Tertiary qualification:

A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or

Graduate Diploma in Environmental Health recognised by Environmental Health Australia Accredited courses - Environmental Health Australia Ltd. (eh.org.au)

Certification for auditing high risk food processes and activities is highly desirable.

Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Current driver's licence

Notes: This is a temporary position available from August for eight 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. Applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered.

How to Apply: Applications for the position must provide a written response outlining your experience and suitability for the position through examples, against each of the Skills, Knowledge and Behavioural Capabilities. A current curriculum vitae with listed referees and a copy of relevant qualifications must also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndell Hudson (02) 5124 6125 Lyndell.Hudson@act.gov.au

Population Health

Health Protection Service

Environmental Health

Environmental Health Officer

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 56899)

Gazetted: 27 June 2022

Closing Date: 14 July 2022

Details: This position is suitable for a qualified Environmental Health Officer who will be responsible for conducting Environmental Health regulatory inspections including: food safety inspections, investigating food business complaints and assessing food business registration applications against the *Food Act 2001* and the Australian New Zealand Food Standards Code. The position will also be responsible for investigating food poisoning outbreaks within a multidisciplinary team, conducting routine and statutory food samples, contributing to and developing food safety information for industry, providing onsite advice and education to food handlers and contributing to ongoing procedural improvements.

Environment responsibilities include conducting swimming pool and cooling tower inspections, investigating insanitary conditions, reviewing development applications for potential public health concerns, regulating potable and recreation water, and providing environmental health input into emerging public health issues.

Eligibility/Other Requirements:

Tertiary qualification:

A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or

Graduate Diploma in Environmental Health recognised by Environmental Health Australia Accredited courses - Environmental Health Australia Ltd. (eh.org.au)

Current driver's licence

Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Notes: Applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants must provide a written response detailing their suitability for the position through practical examples against each of the Skills, Knowledge and Behavioural Capabilities. A current curriculum vitae listing referees and a copy of relevant qualifications must also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndell Hudson (02) 5124 6125 Lyndell.Hudson@act.gov.au

Policy, Partnerships and Programs

Policy, Partnerships and Programs Executive Branch

Office of Policy, Partnerships and Programs

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44147)

Gazetted: 29 June 2022

Closing Date: 13 July 2022

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.

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, workforce, Aboriginal and Torres Strait Islander health, aged care, LGBTIQ+, inter-governmental negotiations and legal matters.

We are seeking a values-based leader for the role of Executive Officer. This requires someone who can coordinate the work of our division; upward manage Executives and Directors; provide advice based on risks and achievements; professionally lead a small team; professionally engage with and motivate stakeholders to progress work; manage a constant workload in a fast paced environment against competing priorities to meet tight deadlines; and prepare and quality assure complex briefs, papers and other high level documents.

The role also consists of managing and coordinating policies, Cabinet, ACT Legislative Assembly, Ministerial, briefings, Directorate coordination and other related requests we may receive. You will be a key part of ensuring 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 highly driven, very 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.

Notes: This is a temporary position available immediately for up to 12 months with the possibility of extension and/or permanency. 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: Steve Dsouza (02) 6207 6147 Steve.DSouza@act.gov.au

Digital Solutions Division

Technology Operations Branch

Technical Services Hub

Technical Specialist, Web and Applications

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 53701)

Gazetted: 28 June 2022

Closing Date: 15 July 2022

Details: Are you a Senior Technical Specialist that has experience working within a diverse, fast-paced environment? Are you up for a challenge? Do you have experience managing Health ICT systems? Are you willing to perform 24/7 support of web, servers and applications in our new Health Enclave?

The Digital Solutions Division (DSD) within ACT Health is looking to hire suitably qualified and energetic individuals to support and maintain the new state of the art infrastructure. You will be responsible for managing the operational capability of web, servers and applications under the new Digital Health Record due to be released in late 2022.

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. Apply to work with us to enable exemplary person-centered care through digital innovation.

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

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

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

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

Contact Officer: Travis Wu (02) 5124 9845 Travis.Wu@act.gov.au

Digital Solutions Division

Technical Specialist, SQL Databases

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53700)

Gazetted: 28 June 2022

Closing Date: 15 July 2022

Details: Are you a Senior Technical Specialist that has experience working within a diverse, fast-paced environment? Are you up for a challenge? Do you have experience managing Health ICT systems? Are you willing to perform 24/7 support of web, servers and applications in our new Health Enclave?

The Digital Solutions Division (DSD) within ACT Health is looking to hire suitably qualified and energetic individuals to support and maintain the new state of the art infrastructure. You will be responsible for managing the operational capability of SQL databases under the new Digital Health Record due to be released in late 2022.

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. Apply to work with us to enable exemplary person-centered care through digital innovation.

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

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

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

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

Contact Officer: Travis Wu (02) 5124 9845 Travis.Wu@act.gov.au

Digital Solutions Division

Future Capability and Governance

Future Capability Hub

Project Manager

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44639)

Gazetted: 27 June 2022

Closing Date: 6 July 2022

Details: Are you an experienced project manager with effective communication skills to lead a dynamic project team and liaise with diverse stakeholders to successfully implement digital initiatives?

The Digital Solutions Division within ACT Health is seeking to recruit a motivated and experienced project manager who can contribute 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, this Project Manager is responsible for the provision of project management advice and the delivery of successful projects in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Project Manager must have experience

leading and motivating a project team;

effectively communicating with diverse stakeholders to ensure customer satisfaction;

cost estimating and developing detailed budgets;

accurate resource planning to develop detailed schedules and timelines;

analysing and managing project risks and issues and

monitoring and reporting project progress.

Eligibility/Other Requirements: This role requires an Australian Government Negative Vetting Level 1 (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.

Notes: This is a temporary position available immediately for 12 months, with the possibility of extension and/or permanency. 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 directly via the Apply Now button below.

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

ACT Teacher Quality Institute

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

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

Director Professional Standards and Recognition

School Leader B \$151,757, Canberra (PN: 57716)

Gazetted: 28 June 2022

Closing Date: 12 July 2022

Are you interested in playing a significant role in raising the professionalism of the ACT teaching workforce? Do you possess an in-depth knowledge and understanding of the Australian Professional Standards for Teachers? Do you have strength-based professional conversations using the Standards? Are you a persuasive communicator, able to inspire a vision in others? ACT Teacher Quality Institute is looking for someone to maintain and further develop the Institute's innovative Modular Model for Certification of teachers in the ACT and applications are sought for the important position of Director, Professional Standards and Recognition. This is an excellent career opportunity to work within a small statutory authority. The successful candidate will have highly developed interpersonal and communication skills in order to lead and implement the work of Certification and thereby enhance the status of the teaching profession across the Territory.

Eligibility/Other Requirements: To be eligible for this position, the applicant should be a School Leader B, Assistant Principal, Deputy Principal, Associate Principal or be in an equivalent school leader role. Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Notes: This is a temporary position available for up to 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: If all of this sounds like you, and you'd like to find out a little more about the role please contact Anna McKenzie, Senior Director, Professional Standards and Recognition, ACT Teacher Quality Institute and/or submit your application, curriculum vitae and address the Selection Criteria outlined in the Position Description by the due date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna McKenzie (02) 6207 6313 Anna.McKenzie@act.gov.au

Canberra Health Services

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

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

Medicine

Ward 9A

Registered Nurse, Ward 9A

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22414, several - 023T2)

Gazetted: 27 June 2022

Closing Date: 14 July 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

The Medical Wards offer inpatient care to patients admitted with complex conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team.

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

- Experienced Medical nurse.
- Strong organisational skills and ability to work within a team environment.
- Adaptability and flexibility to accommodate change and respond appropriately to meet clients' needs.

Position Requirements/Qualifications:

- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
- Minimum three years post registration 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.

Note: There are several temporary positions 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.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Contact Officer: Smitha Sreesan (02) 5124 3648 Smitha.Sreesan@act.gov.au

Medicine

Executive Director, Medicine

Executive Level 2.3 \$315,479 - \$329,577 depending on current superannuation arrangements, Canberra (PN: E626)

Gazetted: 25 June 2022

Closing Date: 8 July 2022

Details: An experienced health service leader is sought for the position of Executive Director, Division of Medicine at Canberra Health Services on a five-year Executive contract.

Reporting to the Chief Operating Officer, the Executive Director Medicine, is responsible for setting the strategic direction and operations across their service areas as well as innovation, accountability, and health reform. The Executive Director will provide high level insights and guidance in the operation of patient flow and processes to improve access and performance and will maintain effective linkages across CHS and other ACT services to ensure these systems and processes are person and family centred, now and into the future.

The Executive Director is a critical executive leadership role within CHS and is expected to play a key role in planning and continuous improvement for the Division. The Executive Director will have responsibility for ensuring exceptional health care through divisional management and compliance for clinical governance, human resource management, contract management, financial management and government business.

The Executive Director Medicine, will possess strong communication skills to engage effectively with internal and external stakeholders, including clinicians, suppliers, advocacy groups, consumers, and professional peak bodies. The incoming Executive Director will demonstrate prior experience in a tertiary facility in a senior leadership position, demonstrating a strong commitment to governance and compliance.

Key to success in the position will be a collaborative approach, positive mindset, and prior knowledge of the health sector. The appointee will be a values-based individual who will work proactively with the senior leadership team to build a sound future for health services in the ACT, and a strong workplace culture within Canberra Health Services.

Eligibility/Other Requirements: A tertiary qualification in a relevant field is desirable.

Remuneration: The position attracts a remuneration package ranging from \$315,479 - \$329,577 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$281,963.

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

How to Apply: To download a copy of the Candidate Information Pack which includes details about the organisation, the role, and how to apply, please visit www.hardygroupintl.com and search reference number H22_4060. To discuss further, please contact Rhodie Miller, Principal Consultant on M: +61 422816557 or E: rmiller@hardygroupintl.com

Contact Officer: For further information on the position, please contact Rhodie Miller, Principal Consultant on M: +61 422816557 or E: rmiller@hardygroupintl.com

Sterilising Services

Sterilising Technician

Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications), Canberra (PN: 29374, several - 023U3)

Gazetted: 23 June 2022

Closing Date: 7 July 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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and surrounding region. More information can be found on the CHS website:

www.canberrahealthservices.act.gov.au

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, Calvary Public Hospital Bruce (CPHB), and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMD). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and administration

Sterilising Services Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at the Gastroenterology and Hepatology Unit at CH

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Well-developed interpersonal skills.

Position Requirements/Qualifications:

Relevant qualifications and experience working professionally in sterilising services is required.

Health Services Officer Three – No qualifications are required at this level, but experience would be preferred

Health Services Officer Four – Certificate III in Sterilising (HLT37015) is mandatory to be employed at this level and minimum three (3) years working in a Sterilising Services unit are mandatory to be employed at this level

Health Services Officer Five - Certificate III in Sterilising (HLT37015) and IV in Sterilising Services (HTL47015), or Certificate III in Sterilising (HLT37015) and Certificate IV in Leadership and Management (BSB40215); and minimum five (5) years working in a Sterilising Services unit are mandatory to be employed at this level

A current driver's licence 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 position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital)

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: Sandra Wheeler (02) 5124 2283 sandra.wheeler@act.gov.au

Medicine

Acute Medical Unit - AMU

Registered Nurse Level 2 AMU

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 52182 - 023LZ)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Medical Wards offer inpatient care to patients admitted with complex conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team.

ABOUT YOU

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Behavioural Capabilities

Experienced Medical nurse.

Strong organisational skills and ability to work within a team environment.

Adaptability and flexibility to accommodate change and respond appropriately to meet clients' needs.

Position Requirements/Qualifications:

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

Minimum three years post registration 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.

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.

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

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

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

Contact Officer: Jo Lewis (02) 5124 7290 Jo.Lewis@act.gov.au

Quality, Safety, Innovation and Improvement

Clinical Analytics and Insights

Clinical Audit Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 20114 - 023LR)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

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

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The role of the Quality, Safety, Innovation and Improvement Unit (QSII) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement.

Monitoring clinical performance, analysis of clinical information and developing insights into healthcare improvement.

Branches within the Quality, Safety, Innovation and Improvement Division are:

Patient Experience

Incident Management

National Standards, and Accreditation

Clinical Analytics and Insights and Quality Improvement

The Clinical Audit Manager works within the Clinical Analytics and Insights Team responsible for confirming the provision of safe, effective, efficient care within CHS. The Clinical Audit Manager will provide leadership in the development and testing of audit tools including linkages to national standards and CHS policy; delivery of education around the use of audit tools; coordination of organisational wide audits and report on audit findings. The Clinical Audit Manager will also liaise with relevant stakeholders within QSII and across CHS on audit requirements.

DUTIES

Under limited direction of the Director of the Clinical Analytics and Insights Team you will be required to develop audit schedules, design and test audit tools, educate staff on the use of audit devices and report on audit findings. You will:

Plan, organise and manage a schedule of audits across CHS.

Manage, develop and test electronic and paper-based health care audit tools; produce qualitative and quantitative reports; and educate relevant stakeholders within QSII and CHS on audit requirements, use of audit tools, and interpretation of audit results.

Provide advice regarding appropriate audit design, analysis of results and reporting audit findings, to support the CHS strategic plan and CHS activities toward accreditation against National Safety and Quality Health Service Standards.

Support a culture of quality assurance and continuous quality improvement and evaluation using the principles of improvement science.

Represent QSII at relevant internal and external forums.

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

ABOUT YOU

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Behavioural Capabilities

High level communication and interpersonal skills

High degree of self-motivation

Strong organisational skills with an ability to work independently and within a team environment.

Patient/consumer/carer focus

Position Requirements/Qualifications:

Relevant tertiary qualifications and/or work experience in qualitative or quantitative research methods is preferred. Experience in building audit tools in SharePoint and/or Adobe, particularly in a clinical environment, OR the capacity and desire to learn how to build audit tools is desirable. Experience in a health environment is desirable.

Applicants should:

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 9 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: Kath McMaster (02) 5124 9593 kathryn.mcmaster@act.gov.au

Acute Allied Health Services

Social Work

After Hours Social Work - casual

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: C11657, several - 023TS)

Gazetted: 24 June 2022

Closing Date: 12 July 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

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

The Acute Allied Health Services Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

The After Hours Crisis team provides social work services across inpatient areas at the Canberra Hospital, including the Emergency Dept, ICU, maternity, paediatrics and medical and surgical wards, outside business hours. After Hours Crisis Workers are sole social workers for the hospital.

They demonstrate;

an ability to work independently and confidently

prioritise urgent referrals

exercise independent professional judgement

problem solve innovatively particularly in crisis situations

the ability to communicate with a wide range of people and at times of high stress

vast knowledge of supports and services across the ACT and surrounds

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

An ability to work independently and confidentiality with a high degree of drive and exercising professional judgement

Problem solve innovatively particularly in crisis situations

An ability to communication with a wide range of people and at times of high stress

Ability to perform novel, complex, critical, or difficult tasks with professional supervision.

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Social Work and a minimum of 3 years' experience working professionally in Social Work.

Degree in Social Work

Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

Registration under the ACT Working with Vulnerable People Act 2011

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

Successful applicants will need to be available for weekend and after-hours work. Shifts are typically:

- 4.30pm-9.30pm Mon-Friday

- 8.30am-4.30pm Sat, Sun and public holidays

- 4pm – 9.30pm Sat, Sun and public holidays

- some business hours work may also be available

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 positions will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

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: Patrice Higgins (02) 5124 2316 Patrice.Higgins@act.gov.au

Community Nursing

Tuggeranong Community Nursing

Complex Care CNC (South)

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 22594 - 023RS)

Gazetted: 24 June 2022

Closing Date: 8 July 2022

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

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Community Care Program is seeking applications from suitably qualified and experienced Community Nurses to fill a permanent full time vacancy.

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

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

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

ABOUT YOU

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Behavioural Capabilities

Individual initiative with strong problem solving and consultation skills

Well-developed communication and interpersonal skills

The ability to work autonomously and as part of the MDT

Well-developed organisation and time management skills

Position Requirements/Qualifications:

Relevant registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Must hold a current drivers' licence.

Recent community nursing experience; minimum of three years' (ideal five years) working directly with patients with complex care needs (preferred).

Experience working collaboratively with patients with complex care needs; working across the acute and community health care agencies to facilitate a safe discharge from hospital/ transitions between services.

Experience developing effective relationships to build the capacity and autonomy of nurses, allied health professionals and other health care agencies when supporting patients with complex care needs

Proven experience developing effective relationships, to build the capacity and autonomy of patients and support patients with complex care needs.

Sound understanding of community nursing and the primary health care environment, proven experience in the provision of complex clinical nursing care, nursing assessment risk assessment, risk mitigation and nursing intervention

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Wendy Woodman (02) 5124 1298 Wendy.Woodman@act.gov.au

Surgery

Canberra Health Services

Fracture Liaison Coordinator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 17692 - 023HC)

Gazetted: 24 June 2022

Closing Date: 8 July 2022

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

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery, Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Unit.

The Fracture Liaison Coordinator (FLC) role assists the Division of Surgery (DoS) to implement, manage, monitor and audit against the Australian Commission on Safety and Quality in Health Care, Hip Fracture Care Clinical Care Standard. The FLC is also an integral part of the Fracture Liaison Service in the DoS and assists Canberra Hospital in providing a coordinated approach in the prevention of second fractures through the management and education of patients with minimal trauma fracture.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

Strong organisational skills with a high degree of drive

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

Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Holds or is progressing towards a post graduate qualification in nursing, health management or leadership and a minimum of five years' experience working professionally in an acute health care setting 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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

Contact Officer: Jillian Davis (02) 5124 3037 Jillian.Davis@act.gov.au

Chief Information Office

Digital Health Record Project Group

Project Officer - Referrals

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57713 - 023M9)

Gazetted: 24 June 2022

Closing Date: 8 July 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

ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. A key role will be ensuring a unified approach within Canberra Health Services with processes such as referral intake and referral management. The successful applicant will be required to assist with extensive stakeholder management to onboard services to adopt a consistent referral intake, referral management and service wide communication strategy, making it simple for external and internal stakeholders to understand the processes and procedures.

ABOUT YOU

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Behavioural Capabilities

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your workload management, planning ahead and seeking feedback

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

Strong organisational and problem-solving skills with the ability to manage and prioritise competing issues.

Well-developed interpersonal skills and ability to maintain effective relationships with a range of internal and external stakeholders.

Position Requirements/Qualifications:

Relevant secondary and tertiary qualifications, where a project management qualification would be highly regarded. A minimum of 12 months experience working professionally in a project management role is preferred. The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time, as the project nears go-live.

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 until 31 December 2022 with the possibility of extension.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Dee Patil 02 5124 8464 Dee.Patil@act.gov.au

eHealth and Informatics

Digital Health Record Project

COVID - 19 Data Collection and Review Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57699 - 023MU)

Gazetted: 27 June 2022

Closing Date: 11 July 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

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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 Chief Information Officer (CIO) is responsible for CHS Digital Strategy and governance, information systems operations, ICT projects, business intelligence, non-clinical digital records and the on-going optimisation of clinical and administrative systems.

ABOUT YOU

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Behavioural Capabilities

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

Position Requirements/Qualifications:

Experience in the use of ACTPAS, will be highly regarded.

Experience utilising healthcare technology systems will be an advantage.

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

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 until 31 December 2022 with the possibility of extension.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Kerri McGufficke (02) 5124 4425 kerri.mcguifficke@act.gov.au

eHealth and Informatics

Digital Health Record Project

Project Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57700 - 023MN)

Gazetted: 27 June 2022

Closing Date: 11 July 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

ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. This role will assist CHS clinical, administration and management staff to be ready for the DHR. The CHS change management project is being coordinated through the Office of the Chief Information Officer (CIO) of CHS.

ABOUT YOU

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Behavioural Capabilities

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

Position Requirements/Qualifications:

Previous experience working within a project team, would be highly regarded.

The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time, as the project nears go-live.

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 until 31 December 2022 with the possibility of extension

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Kerri McGufficke (02) 5124 9332 Kerri.McGufficke@act.gov.au

Sterilising Services

Business Support Services

Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 23954 - 022WL)

Gazetted: 23 June 2022

Closing Date: 16 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

This role is for Production, Preparation and Stores Area.

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services

Under limited the Director of Sterilising Services is responsible for the overall vision, leadership and management of Sterilising services, ensuring compliance with national standards in all areas of operation, team management, recruitment, procurement, monitoring of maintenance, repairs, inventory management, financial accountability, including customer relations, and ensuring a patient focused quality product and service are delivered to each customer.

Sterilising Services provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). Sterilising Services provides reprocessing of RMDs, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH

ABOUT YOU

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Behavioural Capabilities

Strong leadership and organisational skills with ability to manage competing priorities.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs whilst upholding a high level of customer service.

Strong communication and interpersonal skills and passionate about a patient focused service.

Position Requirements/Qualifications:

Highly Desirable:

Recognised tertiary qualifications in Health or nursing or related disciplines.

A minimum of five years' experience in Sterilising Services practices or infection control practices or relevant health sector experience.

Current class C driver's Licence.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

The successful applicant will need to be available weekday hours.

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

Contact Officer: Natalie Ogilvie (02) 5124 3583 Natalie.Ogilvie@act.gov.au

Medicine

Ward 9A

Registered Nurse, Ward 9A

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 15919 - 023TA)

Gazetted: 27 June 2022

Closing Date: 14 July 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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire, and the Yass Valley.

The Division of Medicine consists of Coronary Care Unit, Gastro Ward, Cardiac Catheter Lab; Respiratory, Cardiac, Rheumatology and Endocrine ward; Neurology and Infectious Diseases ward incorporating a 4 bed Acute Stroke Unit; Renal ward and Haemodialysis unit.

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:

1. Ability to work independently and as part of a multidisciplinary team
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. High level communication skills and a strong self-directed learning ethic.

Position Requirements/Qualifications:

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

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- 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 up to six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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

Contact Officer: Angela Edwards (02) 5124 2265 angela.edwards@act.gov.au

Women, Youth and Children

Paediatrics

Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 37774, several - 023ZZ)

Gazetted: 29 June 2022

Closing Date: 15 July 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 Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs.

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed for a parent to sleep in each room.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. You will meet undergraduate and post graduate nursing, allied health and medical students who are studying to gain qualifications, and we greatly value our strong.

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, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership

Position Requirements/Qualifications:

Registered Nurse with a minimum of one years' experience working professionally in Paediatrics is preferred.

The successful applicant will need to be available rotational shift work roster which includes weekends and night duty.

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

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

Note: There are several Permanent and Temporary positions available. The Temporary positions are for six months with the possibility of extension. Part-time hours will be considered.

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.

Be available rotational shift work roster which includes weekends and night duty

Contact Officer: Shannon Reakes 0481053419 Shannon.Reakes@act.gov.au

Medicine

Ward 6A

Registered Nurse, Ward 6A

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22337, several - 023T5)

Gazetted: 27 June 2022

Closing Date: 11 July 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 Medical Wards offer inpatient care to patients admitted with complex conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team.

ABOUT YOU

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Behavioural Capabilities

- Experienced Medical nurse.
- Strong organisational skills and ability to work within a team environment.
- Adaptability and flexibility to accommodate change and respond appropriately to meet clients' needs.

Position Requirements/Qualifications:

- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
- Minimum three years post registration 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.

Note: There are several temporary positions available for up to six 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.
- Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Contact Officer: Catherine Clift (02) 5124 4217 Catherine.Clift@act.gov.au

Child and Adolescent Mental Health Services

The Cottage Day Program

Allied Health Assistant

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 27164 - 023VI)

Gazetted: 28 June 2022

Closing Date: 12 July 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

The Child and Adolescent Mental Health Services (CAMHS) sits within the Mental Health, Justice Health, Alcohol and Drug (MHJHAD) division of CHS. 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 Cottage Adolescent Day Program is a therapeutic group program for young people between the ages of 12 and 18 in the ACT who are experiencing moderate to severe mental health issues impacting long term on their ability to attend schooling. The Cottage has a recovery focus and the program aims to reduce the severity of mental health symptoms to achieve functional gains in schooling, social functioning and fostering life skills. The program partners with the Education Directorate.

The role contributes to the success of CHS through collaboration with Education to assist in the recovery of adolescents with moderate to severe mental health concerns requiring supported school transitions.

ABOUT YOU

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Behavioural Capabilities

- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for young people and their families and carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

Position Requirements/Qualifications:

- Minimum Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification) plus relevant experience
- A current driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available for 12 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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Renae Nardi (02) 5124 1880 renae.nardi@act.gov.au

Medicine

Specialist 1-5 / Senior Specialist - Dermatology

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57468, several - 023L8)

Gazetted: 28 June 2022

Closing Date: 4 July 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

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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: [CHS website](#)

The Department of Dermatology manages patients of all ages with a wide range of skin diseases often in association with multiple active co-morbidities. The unit provide inpatient services and outpatient consultation services.

Applicants should have had training and experience in Dermatology with an AMC accredited postgraduate qualification in Dermatology; and current AHPRA Specialist Registration.

The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Australian College of Dermatologists Trainees. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff (including physician trainees). There are significant opportunities to undertake research and quality assurance projects.

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

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

DUTIES

Under limited direction of the Unit Director you will perform the role of a staff specialist to provide care for patients with dermatological conditions. < You will:

Provide competent and efficient clinical management of Dermatology inpatients and provide a clinical consultative service to other CHS disciplines and clinical areas

Conduct General Dermatology; Sub-specialty and Multidisciplinary; and High Risk and Transplant Dermatology outpatient clinics.

Contribute to teaching programs of the Australian National University Medical School (ANUMS), with particular focus on Dermatology under the broad direction of the Dean of ANUMS and Clinical Director.

Contribute to Dermatology Unit quality assurance, research and postgraduate teaching activities as required.

Attend and contribute to clinical and business meetings and contribute to the clinical governance of Dermatology by undertaking clinical audit activities, clinical pathway development and demonstrating an active commitment to best clinical practice.

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

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

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive;

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

A commitment to practicing holistic medicine that takes into account and is sensitive to a patient's unique psychological, spiritual and socioeconomic background.

Ability to liaise effectively with staff at all levels and across disciplines.

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 Australasian College of Dermatologists (ACD) or equivalent specialist qualifications.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and 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 speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

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

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

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.

Note: There are two permanent part-time positions available 0.2FTE. The full time salary noted above will be paid pro rata.

Contact Officer: Dr Andrew Miller (02) 5124 2758 andrew.miller@act.gov.au

Surgery

Medical Staff

Anaesthetists

Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 13568, several - 022X1)

Gazetted: 28 June 2022

Closing Date: 15 July 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: [CHS website.](#)

CHS is looking for enthusiastic and experienced anaesthetists to join our team and assist us in meeting the ever-increasing service demand of a swiftly growing population. We are seeking anaesthetists who are eager to learn and teach as we expand our service into the new Critical Services Building (CSB). This new facility of nearly 40,000sqm includes a state of the art OR suite and is due to open on the main Canberra campus in 2024. For more information see <https://www.act.gov.au/canberrahospitalexpansion>.

Several Staff Specialist and Visiting Medical Officer (VMO) appointments are available.

Benefits – Staff Specialists

Employed medical staff at CHS enjoy excellent conditions. Our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Staff Specialist benefits over and above remuneration include:

Up to \$51,533 in reimbursement of relocation expenses for permanent and long term appointments

Attraction, Retention and Incentive allowance of \$50,000 per year pro-rata

Medical Education expenses allowance reimbursement up to \$19,014

Access to Public Benevolent Institution taxation benefits

Generous leave provisions, including up to 4 weeks training/education leave and up to 5 weeks annual leave per annum

Access to additional payments for work undertaken on Extra Surgery Schemes

In addition, employed specialists and VMOs have access to strong mentorship and supervisory support, research opportunities and the opportunity to contribute to the development of Models of Care for the CSB.

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

The Department of Anaesthesia facilitates over 32,000 anaesthetic elective and emergency procedures each year.

The breadth of procedures undertaken are all encompassing (cardiac, neurosurgery, and neonatal surgery) with the exception of solid organ transplant. We operate in several facilities, primarily Canberra Hospital which is the largest tertiary and trauma facility in the region, as well as Calvary Public Hospital, Calvary John James Hospital, National Capital Private Hospital and other private surgery locations in Canberra.

As the primary teaching hospital and major trauma centre for ACT and the Southern NSW region, exposure to interesting cases is a certainty.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Due to these partnerships and the flexible nature of this employment opportunity, excellent research opportunities are available.

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

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

Visiting Medical Officers are engaged as independent contractors. Contracts will be for a three year term.

Visiting Medical Officers (VMO) with Canberra Health Services are covered by generous contract provisions. The standard VMO contract is available online: <https://www.legislation.act.gov.au/ni/2020-579/>

DUTIES

Under limited direction you will:

Provide specialist anaesthetic services at CHS including Canberra Hospital and other facilities which the Department of Anaesthesia services.

Contribute to the on call/after-hours roster, in conjunction with other Anaesthetists.

Actively engage in clinical governance to ensure services are high quality and safe, adhere to the National Safety and Quality Health Service Standards and participate in/represent the Department of Anaesthesia on relevant committees and working groups as required.

Contribute to and participate in unit management, clinical audit procedures, quality improvement activities, policy and procedure development, utilisation reviews and educational activities in the Department of Anaesthesia.

Utilise digital health and health information systems to enable the provision of safe and timely access to care including ensuring high standards of medical record keeping and completion of casemix reports if appropriate.

Assist in and/or supervise the educational and professional development of nursing staff, undergraduate students, post graduate students, resident medical staff and registrars.

Develop and maintain productive relationships with other centres, providers and professionals internal and external to the department and provide high standards of professional advice/opinions in relation to the service. Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high quality person and family centred, safe and high quality patient care.

ABOUT YOU

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Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australian and New Zealand College of Anaesthesia (ANZCA) or equivalent specialist qualifications.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and 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 curriculum vitae that clearly and comprehensively outlines the applicant's professional history.

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

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

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

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

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

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.

Contact Officer: Tonia Sydney 0468 663 425 tonia.sydney@act.gov.au

Allied Health

Acute Allied Health Services- Physiotherapy

HPO1 Physiotherapist- new graduate

HPO1 Physiotherapist - new graduate

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 29727, several-023VH)

Gazetted: 29 June 2022

Closing Date: 13 July 2022

Details: **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:

Tertiary qualifications (or equivalent) in Physiotherapy.

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

Desirable:

Current drivers' licence.

Other:

The successful applicant will need to be available to participate in overtime, restricted on-call and shift rosters to support 7-day service delivery.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Position Requirements/Qualifications:

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

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

Note: This is a temporary position available for 12 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.

- 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)

WHAT YOU REQUIRE

These are the key Selection Criteria for how you will be assessed in conjunction with your curriculum vitae and experience:

Proven ability and experience in assessing patients, planning and implementing physiotherapy treatment programs including appropriate patient/carer education.

Demonstrated effective communication and interpersonal skills, including the ability to work as a member of a multi-disciplinary team.

Demonstrated ability to maintain high professional standards and meet organisational requirements for record keeping data collection and clinical services.

Demonstrated commitment to and experience of clinical governance through quality improvement activities, research programs and health promotion in relevant areas.

5. 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.

Contact Officer: Kerry Boyd (02) 5124 2670 0421 577709 Kerry.Boyd@act.gov.au

Office of Research and Education

Director, Research Strategy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44574 - 023WU)

Gazetted: 28 June 2022

Closing Date: 12 July 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

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 Director, Research Strategy will lead, organise and help execute strategic organisational-wide projects related to research, with the overall aim of growing and embedding research and translation of research into practice organisation-wide. The Director, Research Strategy will provide high-level advice and support to the Executive Director Research and Academic Partnerships, including secretariat of the CHS Research Committees.

You will undertake in depth analysis of the CHS research environment as well as external Centres of Excellence, develop and consult on key recommendations as required. In partnership with a range of internal and external stakeholders, under direction from the Executive Director of Research and Partnerships, you will play a key role in ensuring strategy outcomes are achieved.

ABOUT YOU

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Behavioural Capabilities

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 and community partners.

Position Requirements/Qualifications:

Relevant tertiary qualification,

Previous experience in managing projects in a healthcare setting.

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

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

Highly desirable

Experience managing research related projects and/or understanding of clinical research environment

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Imogen Mitchell (02) 5124 4061 imogen.mitchell@act.gov.au

Acute Allied Health Services

Social Work

Social Worker - Canberra Hospital

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 18354 - 023Y1)

Gazetted: 29 June 2022

Closing Date: 15 July 2022

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

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

The Acute Allied Health Services Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Ability to perform novel, complex, critical or difficult tasks with professional supervision.

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Social Work and a minimum of 3 years' experience working professionally in Social Work is preferred.

Hold a current driver's license.

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

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

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

Note: 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.

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

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

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)
Contact Officer: Patrice Higgins (02) 5124 2316 Patrice.Higgins@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Community Nursing

Palliative Care Clinical Nurse Consultant

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 41417 - 023KM)

Gazetted: 29 June 2022

Closing Date: 15 July 2022

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

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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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, 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: Reliable Progressive, Respectful, and Kind.

Rehabilitation, Aged and Community Services work collaboratively with the individual, carers, and other services within and external to Canberra Health Services.

The Community Nursing Service is a nurse-led service that provides community based nursing care to residents of the ACT in a clinic or home setting. The Community Care Program (CCP) enhances person-centered care that is integrated into the clients' life. Services provided by Community Nursing include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care.

This full-time consultancy role provides high level clinical leadership and education in palliative care to clinicians engaging in generalist palliative care for clients with a range of needs within the Community Nursing Service. In this role the Clinical Nurse Consultant fosters and maintains relationships between the Community Nursing Service and the various palliative care services in the ACT region and actively fosters staff knowledge through education and training of primary palliative care across all the community nursing teams.

The position is based at the City Health Centre but maintains a presence at each site of the Community Care Program.

ABOUT YOU

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Behavioural Capabilities

Individual initiative with strong problem solving and consultation skills

Well-developed communication and interpersonal skills

The ability to work autonomously and as part of the MDT

Well-developed organisation and time management skills

Position Requirements/Qualifications:

Must be registered with the Australian Health Practitioner Regulation Agency (AH PRA).

Must hold a current Australian driver's licence.

Tertiary qualifications and recent experience in palliative care applicable to the position is 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.

Comply with CHS credentialing requirements for nursing.

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

Contact Officer: Maryanne Benkovic (02) 5124 1672 MaryAnne.Benkovic@act.gov.au

Paediatric Liaison and Navigation Service

Paediatric Care Navigator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 57691 - 023FZ)

Gazetted: 29 June 2022

Closing Date: 15 July 2022

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

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Paediatric Care Navigator role is part the Paediatric Liaison and Navigation service. This is a new service and new role which is being established to improve the coordination of care and outcomes for children with chronic complex health care needs and support families to navigate the complexities of shared care with interstate hospital and health services.

The service will comprise of a multidisciplinary team that will assist children and families to navigate the multiple services involved in their paediatric care. The service will provide, and support child and family centred, integrated, and coordinated care. It will work closely with acute and community services, and across health and human services, to reduce the challenges families face when required to access multiple services to ensure the highest quality of care for their child.

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

The role will be a point of coordination with interstate hospitals and work with the CHS services and the current specialty care coordinators to support individual families and improve the formal networks and pathways for information sharing, coordination and ED diversion.

The position will work to develop the clinical scope of the role with the intention to undertake practical clinical support and interventions to reduce the need for emergency department presentations, to work directly with paediatric outpatient and community services to minimise the need for acute care presentation.

ABOUT YOU

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Behavioural Capabilities

• Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

The ability to connect with, build rapport and understand the clinical and psychosocial needs of children, adolescents and their families with complex presentations
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership

Position Requirements/Qualifications:

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

Minimum of 5 years post graduate nursing experience in Paediatric/Adolescent acute and /or primary health.

Desirable:

Primary health assessment and treatment experience.

Experience in providing or coordinating care across acute and primary care settings

Experience which provides insight into the consumer perspectives of families managing complex ongoing healthcare for children.

Tertiary level qualification OR Post Graduate course work or study.

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](#).

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.

Contact Officer: Denise Lamb 0419992983 denise.lamb@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Territory Wide Mental Health Services

Administrative Service Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 40524 - 023HK)

Gazetted: 29 June 2022

Closing Date: 13 July 2022

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

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services

- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services
- Territory Wide Mental Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

This position is pivotal in providing administrative support to the Access Mental Health Team. Specifically, the successful candidate will be based in a Community Health Centre, primarily in Belconnen, though on occasions may be asked to provide administrative support to other areas if the need arises, such as providing backfill when other administrative staff are on planned annual leave.

The role involves participating in a team to produce quality outcomes for the Canberra community. This role will involve computer and phone work as well as possible face to face contact with persons from the community. There may be some driving involved in this role.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

ABOUT YOU

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

Behavioural Capabilities

1. Good customer service skills to provide helpful and professional experiences to people who access the service.
2. Administration skills to be able to provide quality work outputs.
3. Organisational skills to be able to manage workload.
4. Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Position Requirements/Qualifications:

- Previous experience in a health administration/office management position or certificate in Business Administration (Medical).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable:

- Hold a current driver's licence.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Jodie Russell (02) 6207 2570 jodie.russell@act.gov.au

Finance and Business Intelligence

Supply Services

Driver

Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 21725 - 023Q6)

Gazetted: 29 June 2022

Closing Date: 18 July 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

Canberra Health Services, Supply are seeking an experienced Driver who loves a challenge and will relish the opportunity to contribute to an expanding Health Service.

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

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

This position is rotated between the Supply Services Warehouse, Mitchell and the Canberra Hospital. Role offers work flexibility and salary sacrifice.

ABOUT YOU

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

Behavioural Capabilities

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

- Strong organisational skills with a high degree of drive.
- Strong understanding of supply chain processes within a warehouse environment.
- Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Mandatory:

- Duties of the position include the requirement to drive vehicles, therefore possession of a class MR/HR/MC driver's licence is required and a forklift licence highly desirable.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

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

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

Women's Youth and Children

Community Health Programs

Adolescent Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 27093 - 023UC)

Gazetted: 27 June 2022

Closing Date: 14 July 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

School Youth Health Nurse Program

This program assists young people in high school to make a safe transition into adulthood while laying the 'foundations' for health promoting behaviours and attitudes, which will continue through their life span. The School Youth Health Nurse works with a preventative focus including early identification, brief intervention, and harm minimisation activities. The nurse is often the first point of contact for young people, their families and school community members seeking information, advice, and support in health matters. For issues requiring treatment or intensive counselling, they play an important role in providing referral for clients to the relevant agencies and the school counsellor.

ABOUT YOU

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

Behavioural Capabilities

1. Strong organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet client's needs
3. Kindness
4. The ability to manage competing priorities.

Position Requirements/Qualifications:

Relevant tertiary qualifications and comprehensive experience working professionally in Adolescent Primary Health

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a current driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available for four 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.

Contact Officer: Catherine Whitehead 0408 648 945 Catherine.whitehead@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

Senior Financial Officer (akin to a CFO role)

Canberra Institute of Technology

Temporary Secondment (ASAP for up to 6 months)

Position: E1250

(Remuneration equivalent to Executive Level 2.1)

Circulated to: ACTPS Band 1 and 2 Executive List, ACTPS SOGA

Date circulated: 24 June 2022

The Canberra Institute of Technology is seeking a highly experienced candidate to fill the role of Senior Financial Officer for a six month secondment. The role's responsibilities include: supporting the CIT Board in providing strategic and operational financial direction and services to CIT; developing and implementing financial policy; developing and maintaining strategic partnerships; supporting the management of all aspects of CIT's financial management, including internal and external budgeting and reporting, asset management and capital works; and maintaining and improving CIT's financial systems environment. The successful candidate will possess outstanding leadership, management, analytical and conceptual thinking skills and experience. They will also have a demonstrated track record of managing a team of professionals to deliver high quality outcomes within tight timeframes and in a complex and demanding environment.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field of study and membership in an appropriate professional body (eg., CPA/CA) are essential.

Remuneration: The position attracts a remuneration package ranging from \$273,925 - \$286,151 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,527.

Notes: This position is available to ACT Government officers and employees only. Selection may be based on applications and referee reports only.

Contract: The successful applicant will be placed on a short term contract as soon as possible for the six month secondment.

How to Apply: Interested candidates are requested to submit an application of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees, to damian.west@act.gov.au by COB Friday 1 July 2022.

Contact Officer: Damian West (02) 6207 5397 damian.west@act.gov.au

Executive Branch Manager, Policy and Governance

Canberra Institute of Technology

Temporary Secondment (ASAP for up to 6 months)

Position: E1251

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Band 1 and 2 Executive List, ACTPS SOGA

Date circulated: 24 June 2022

The Canberra Institute of Technology is seeking expressions of interest from suitably qualified applicants for a six month secondment to the role of Executive Branch Manager, Policy and Governance.

The role is responsible for supporting policy and governance across CIT and will provide direct support to the Board. The position requires outstanding leadership, relationship management and communications skills. A commitment to public service integrity is essential. Applicants should have demonstrated leadership experience in public sector policy and governance, and a demonstrated capacity to contribute to and support various activities across CIT.

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.

Notes: This position is available to ACT Government officers and employees only. Selection may be based on application and referee report only.

Contract: The successful applicant will be placed on a short term contract as soon as possible for the six month secondment.

How to Apply: Interested candidates are requested to submit an application of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees, to damian.west@act.gov.au by COB Friday 1 July 2022.

Contact Officer: Damian West (02) 6207 5397 damian.west@act.gov.au

Education and Training Services

Library and Learning Services

Library Manager

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 54240)

Gazetted: 29 June 2022

Closing Date: 6 July 2022

Details: The CIT Library and Learning Services is looking for a Library Manager, for the Bruce Campus. You will need to have experience of working in an educational library setting, providing services to a wide range of clients in an agile environment, so as to provide an excellent level of customer service. You will also be responsible for supervising a diverse team and supporting the team in the delivery of library services to clients.

Eligibility/Other Requirements:

An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA).

Notes: This is temporary position available for 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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Stalker-Booth (02) 6207 3375 Claire.Stalker-Booth@cit.edu.au

Education and Training Services

Health, Community and Science

Community Work

Administrative Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 16464)

Gazetted: 27 June 2022

Closing Date: 4 July 2022

The Department of Community Work from Canberra Institute of Technology (CIT) Health, Community and Science is seeking a highly organised and customer focused individual who displays excellent communication and administrative skills. The successful candidate will demonstrate ability to work under pressure with a diverse range of people and teams.

CIT Community Work Department has an exciting opportunity for an Administrative Officer to join a high performing team of teachers and other support staff. The primary focus of the position is to assist in the enrolment and processes involved for Community Work students, both domestic and international. The successful applicant will have strong information, communication and technology skills and experience specifically in student management systems and student learning platforms. The applicant will also have proven customer service record and be able to communicate with a variety of stakeholders.

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:

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)

Desirable:

Relevant qualifications in the field of administrative support

Digital skills

Current driver's licence

Notes: 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 asked to submit a response, of no more than three pages, to the Selection Criteria outlined in the Position Description, as well as a current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mackenzie Clare (02) 6207 4922 Mackenzie.Clare@cit.edu.au

CIT Technology and Design

CIT Centre for Cyber Security

Head of Department, Centre for Cyber Security

Manager Education Level 1 \$133,267, Canberra (PN: 51869)

Gazetted: 24 June 2022

Closing Date: 1 July 2022

Details: An opportunity is available to fill the role of Head of Department, Centre for Cyber Security starting 11 July 2022 for six months, with the possibility of extension, within the College of Technology and Design.

This position involves direct supervision of 17 staff members who are part of the Centre of Cyber Security and who work closely with staff in the Department of Information and Communication Technologies. There are high levels of collaboration between the two areas to enhance the student experience and respond to the skill needs of cyber security and ICT in the Canberra region.

Key skills for the position include:

Under limited direction as Education Manager, responsible to the College Director:

Efficiently and effectively manage, administer and co-ordinate the activities of an education department according to Institute Policy

Provide professional educational leadership

Plan, distribute and utilise financial, human, and physical resources (with high levels of collaboration with the ICT Department)

Engaging with students and industry partners to deliver high quality and relevant training offerings.

Eligibility/Other requirements:

EXPERIENCE

Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised.

Mandatory: Training and Assessment Certificate IV level qualification TAE40116, and a Diploma in Vocational Education (or equivalent).

DESIRABLE

Bachelor of Education, Management, or relevant higher-level qualification

Demonstrated leadership and management experience.

Experience in industry or vocational education area specific to ICT and the cybersecurity industry

Note: This is a temporary position commencing 11 July 2022 up until 6 January 2023 with the possibility of extension.

Selection may be based on application and referee reports only.

How to apply: Please send a written response of no more than two pages addressing Selection Criteria outlined in the attached Position Description and include a current curriculum vitae and the contact details of two 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: Shaun Haidon (02) 6207 9930 shaunx.haidon@cit.edu.au

CIT College of Technology and Design

Department of Creative and Design Industries

Teacher Level 2

Teacher Level 2 \$114,979, Canberra (PN: 39096)

Gazetted: 23 June 2022

Closing Date: 8 July 2022

Details: An opportunity is available to fill the role of Teacher Level 2 (TL2) for two of the Creative and Design Departments (includes Fashion, Interior, photography, Visual Arts, Graphics, Entertainment, Media, and Music) for the period of 12 months, with the possibility of extension.

The primary focus of the Teacher Level 2 position is to, under the general direction of the Heads of Departments for Creative and Design Industries (CaDI), and Graphics, Entertainment, Media, and Music (GEMM), contribute to the achievement of Departmental, College and Institute goals, through quality leadership in and management of education and related activities.

Across the Departments and in support of the two Heads of Department, provide adaptive leadership and guidance to teaching and administrative staff to deliver relevant and high-quality programs and assessment, including:

supporting the student learning journey and providing a quality student experience for the diversity of student learning needs in training and assessment

supporting the ongoing development, moderation, validation and improvement of high-quality curriculum and assessment resources

working with HODs and teachers to further develop skills in online delivery, hybrid delivery, workplace learning and other methods to diversify student access to teacher expertise and training facilities.

engagement with industry partners to foster relationships that enhance student training outcomes

collaborating across CIT, Colleges and Departments to enhance student training outcomes.

supporting the Heads of Department to efficiently and effectively manage resources, including forward planning.

performing other educational or administrative tasks as negotiated with the Department Head/s.

Eligibility/Other Requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 22 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.

DESIRABLE

Experience within any of the Creative and Design Industries mentioned above.

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

How to Apply: Please send a written response addressing the Selection Criteria outlined in the attached Position Description. Also include a current curriculum vitae and the contact details of two referees. Applications close 8th July 2022 .

For further information please contact Julianne Abbot, julianne.abbot@cit.edu.au or 6207 3717

Applications should be submitted via the Apply Now button below.

Contact Officer: Julianne Abbot (02) 6207 3717 Julianne.Abbot@cit.edu.au

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

Education and Training Services

College Director

Manager Education Level 2 \$157,906, Canberra (PN: 38322, several)

Gazetted: 23 June 2022

Closing Date: 12 July 2022

Canberra Institute of Technology (CIT) is a dynamic and diverse vocational education and training (VET) institute and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*.

CIT plays a major role in the development of the ACT's future workforce in building the skill base of the economy.

Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally and internationally.

Applications are invited for various College Director positions.

You will be responsible for leading a CIT College and actively delivering against CIT's strategies as well as ACT Government's priorities.

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

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

How to apply: To apply for this role please submit a curriculum vitae and an application of no more than three to four pages, addressing the Responsibilities listed, taking into account the Context of the Position and the Professional and Personal Characteristics.

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

Contact Officer: Andrew Whale (02) 6207 8960 andrew.whale@cit.edu.au

CIT College of Technology and Design

CIT Department of Graphic Design, Entertainment, Media and Music

Head of Department

Manager Education Level 1 \$133,267, Canberra (PN: 51885)

Gazetted: 23 June 2022

Closing Date: 1 July 2022

Details: Applications are invited for a full-time permanent role of Head of Department, Graphic Design, Entertainment, Media and Music commencing 25 July 2022.

This position reports to the Director, College of Technology and Design. The Department of Graphic Design, Entertainment, Media and Music incorporates the disciplines of graphic design, live theatre production, music and screen and media.

The Head of Department will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals and will contribute to the strategic goals of the College and Canberra Institute of Technology.

Key skills for the position include:

Efficiently and effectively manage, administer and co-ordinate the activities of an education department according to Institute Policies

Provide professional educational leadership

Plan, distribute and utilise financial, human, and physical resources

Engaging with students and industry partners to develop and deliver high quality and relevant training offerings.

Eligibility/other requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING/INDUSTRY EXPERIENCE:

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).

For managers at or above Manager Education – Level 1:

Vocational qualifications are highly desirable; however, where managers engage in direct teaching activity

(anywhere within CIT) subclause 40.10 will also apply to them, as it relates to the teaching activity; and

Industry experience is highly desirable (although this does not have to be in the disciplines being supervised).

DESIRABLE

Bachelor of Education, Management or relevant higher-level qualification.

Demonstrated leadership and management experience.

Minimum Diploma level qualification in Music, Media or Communications or associated disciplines.

Professional Industry Experience in Music, Media or Communications or associated disciplines.

How to apply: Please send a written response addressing the Selection Criteria outlined in the attached Position Description.

Also include a current curriculum vitae and the contact details of two referees.

For further information please contact Shaun Haidon, Shaun.Haidon@cit.edu.au or 6207 9930

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaun Haidon (02) 6207 9930 Shaun.Haidon@cit.edu.au

Education and Training Services

Health Community and Science

Wellbeing

Administration Officer Class 5 - Facilities Manager - Gym

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 32491)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Details: An exciting opportunity exists within the CIT Health, Community and Science College to fill an ASO5 Administrative Officer position in CIT Wellbeing.

As part of the Wellbeing team at CIT you will play a key role to provide high-level customer service and administration skills to support the operation of the CIT Fit and Well facilities for the student learning and commercial businesses. You will require the ability to work both autonomously and cooperatively, as you will have significant independence of action, and accountability to build and maintain ongoing relationships with external organisations to promote CIT.

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

Eligibility/Other Requirements:

Fitness Centre Management experience

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 \(act.gov.au\)](#)

Desirable

Knowledge of the ACT Health and Fitness industry

Current driver licence.

Notes: This is a temporary position available for immediate start until May 2023 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 only.

How to Apply: applications must include a current curriculum vitae and a written response (a pitch) of no more than two A4 pages which outlines why you would like to work in this role and demonstrates how your skills, knowledge and experience is suitable for this position as outlined in the Position Description.

For additional information, please contact Richard Burgess on 62071432 or email Richard.Burgess@cit.edu.au

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Burgess (02) 6207 1432 Richard.Burgess@cit.edu.au

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

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

Coordinator-General, Climate Action

Temporary Vacancy (4 July 2022 until 15 July 2022)

Chief Minister, Treasury and Economic Development Directorate

Policy and Cabinet

Position: E1171

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Band 2 Executive List

Date circulated: 24 June 2022

The Chief Minister, Treasury and Economic Development Directorate are seeking applications for the short-term filling Coordinator-General Climate Action, Policy and Cabinet Division.

In line with our objective of encouraging mobility across the ACTPS, I am seeking Expressions of Interest from Band 2 Executives who may wish to take an opportunity to backfill the role of Coordinator-General Climate Action from 4 July 2022 until 15 July 2022.

To apply: Please respond via email to sam.engele@act.gov.au indicating your interest by 5:00pm Monday 27 June 2022 with a current curriculum vitae and the details of two referees. A detailed application is not required.

Note: This opportunity is only open to ACTPS employees as an unpaid development opportunity, with the functions exercised through an instrument of delegation.

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: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

Economic Development Directorate

Venues Canberra

Senior Events Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46871)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Details: Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval. These are Canberra's leading sporting, event, and function venues. Some of the Venues major clients include the Brumbies, Canberra Raiders, GWS Giants, Cricket Australia, Summernats, National Folk Festival and Handmade Markets. EPIC also manages a camping/caravan park on its site with over 200 spaces.

We are seeking an experienced events coordinator who will have excellent stakeholder management skills and a background at large venue hosting national and international events.

The successful candidate will be able to demonstrate a broad knowledge and experience of successful event delivery, developing and maintaining relationships with key clients as well as having a positive attitude and passion for event delivery.

The position has a requirement for weekend and after-hours work.

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:

Compliance Requirements/ Qualifications

Event management or project management qualifications

Familiarity with the operations of NRL, Super Rugby, football, and other large capacity stadia events

C Class Driver's Licence is desirable

Ability to perform after hours, public holiday or weekend work to support bookings may be required.

Note: Duties will include after hours or weekend work

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 response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jared Rando (02) 6256 6709 Jared.Rando@act.gov.au

Access Canberra

Transport Licensing

Business Support and Training

Business Support Helpdesk Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 12978)

Gazetted: 23 June 2022

Closing Date: 30 June 2022

Details: The Business Support and Training team provides operational support to Access Canberra teams and external users of the [rego.act](https://rego.act.gov.au) business system, including:

Updates to Road Transport specific policy and procedure

Guidance and advice on Road Transport legislation

Business system training

Updates to the Access Canberra website, forms and related documents for Road Transport transactions

Communication to all [rego.act](https://rego.act.gov.au) stakeholders

Contribution to [rego.act](https://rego.act.gov.au) enhancements and projects

The successful applicant for the Helpdesk Officer role will be proactive and support staff with system functionality and advice on Road Transport legislation, policy and business rules to a high standard.

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 successful applicant will provide exceptional client service over the phone and via email, and experience in the use of rego.act is highly desirable.

The position is attached to a rotating roster of 8:30 am-5.00 pm Monday – Friday.

Notes: This is a temporary position available immediately for 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: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae.

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

Contact Officer: Hayley Eastman (02) 6207 0403 Hayley.Eastman@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Maintenance Supervisor (Field)

General Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 26417)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Details: This role works with the Trade Supervisor to coordinate and oversee the Maintenance team. The team provides a range of general maintenance services to ACT Government owned and managed properties, installs, and removes flags and banners and maintenance for non-building assets like landscaping, fountains and memorials when required. This role has dual responsibilities, providing services in the field and managing and overseeing the work of the team.

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 Governments 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.

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: Applicants need to:

Have significant experience in providing property maintenance services and supervising teams providing these activities.

Hold or have the capacity to obtain White Card and Asbestos Awareness
a current driver's licence (car)

Highly desirable:

Qualification/s in building trades or similar

Certificate/Tickets in Traffic Control, Working at Heights, Working in Confined Space, or the ability to obtain these are desirable

Rigid (LR-Light, MR-Medium or HR-Heavy) vehicle license is desirable

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

ABW: This position is based in an activity-based working (ABW) environment. 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 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 curriculum 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.

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

Property and Shared Services

Shared Services Finance

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51007)

Gazetted: 23 June 2022

Closing Date: 11 July 2022

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

SSFS is looking for an experienced Project Officer to assist in the delivery of a number of business initiatives and projects including but not limited to the Whole of Government Banking project, e-invoicing and the Cloud Finance System (CFS). This position reports to the Director – Finance Business Initiatives.

The position requires demonstrated 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, and you will be required to liaise with consultants and staff across all levels.

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

Eligibility/Other Requirements:

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

Notes: This is a temporary position available for nine 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 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 0262052788 Robert.Barrenger@act.gov.au

Strategic Finance

Budget Policy and Capital Works

Assistant Director – Budget Policy and Capital Works

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57826)

Gazetted: 23 June 2022

Closing Date: 12 July 2022

An exciting opportunity has become available within the Government’s central agency, the Chief Minister, Treasury and Economic Development Directorate. We are seeking a highly motivated and experienced senior

officer to assist in the management of a small team responsible for coordinating the Directorate's Capital Works program and annual Budget development. You will be required to coordinate reporting and budgeting requirements for the Directorate's Capital Works Program, including the preparation of management reports, Cabinet Submissions and associated input into the Directorate's Annual Report, review and assist in the development of Budget business cases and monitor and review the impact of off-budget policy and Cabinet submissions. The successful applicant will have good attention to detail, excellent communication skills and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders.

Eligibility/Other Requirements: A university degree in a related field is highly desirable. Completion of, or substantial progression towards, full membership of CPA Australia or Chartered Accountants Australia and New Zealand would be beneficial.

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

How to apply: Please submit a pitch (not exceeding two pages in length) that addresses the five criteria set out in the Position Description and provide a current curriculum vitae (including details of two referees).

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

Contact Officer: Zachary Thomas 0422 498 196 zachary.thomas@act.gov.au

Shared Services

Partnership Services Group

HR/Finance Service Desk

Team Leader, Business Improvements

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 14254)

Gazetted: 24 June 2022

Closing Date: 8 July 2022

Details: HR and Finance Service Desk Team Leader - Business Improvement

Are you always looking at ways in which things could be done better?

Do you ask "but why do we do it that way" a lot?

Are you focused on delivering outcomes that enhance service delivery?

Read on!!

Here at the Shared Services HR and Finance Service Desk we provide 1st level support for all ACT Government staff on general human resource and finance related matters. We are a call centre environment interacting with customers via phone, live chat, and email, transferring matters to the experts where required.

As our Team Leader, Business Improvement, you will be responsible for integrating continuous business improvement into our everyday operations and project delivery, ensuring our services continue to meet the needs of our customers now and into the future. Working with various sources of information, you will identify and deliver small and large-scale enhancements in consultation with various stakeholders across the business with a focus on Key Performance Indicators (KPIs) and the customer experience.

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

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

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

Selection may be based on application and referee reports only.

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

How to Apply: Please submit a maximum two-page pitch addressing the selection criteria. You should frame your response to demonstrate and highlight why you would be the best candidate for this role.

Applications should be submitted via the Apply Now button below. Ensure you attach a resume with contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Edmiston, Jennifer.Edmiston@act.gov.au (02) 6205 2367

Access Canberra

Corporate Support and Capability

**Skills, Safety and Support
Recruitment Officer**

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57667)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Details: Have you got an eye for talent? Do you love a challenge and can work on multiple projects and tasks with varying deadlines? Do you have strong understanding of recruitment practices within ACT Government? If so, Access Canberra would love to hear from you!

The Skills, Safety and Support team is looking for a highly motivated, committed, and organised individual to join our busy team. The team is responsible for delivering a range of projects and tasks to address the needs strategic needs of Access Canberra. The Recruitment Officer role will be responsible for implementing several recruitment programs including bulk recruitment and a temporary register. The role involves coordinating and communicating with stakeholders to ensure completion of recruitment and onboarding related documentation for new staff to our Agency. It also involves developing and maintaining meaningful relationships with both internal and external stakeholders and using liaison skills to negotiate positive outcomes.

You will be responsible for reporting on recruitment outcomes, responding to enquiries and providing advice on recruitment matters.

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

Notes: This is a temporary position available immediately for up to 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. This position will be working in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply for this role please submit a **maximum two-page pitch** addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities listed in the Selection Criteria, your current curriculum vitae, as well as the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Bradford (02) 6207 8294 James.Bradford@act.gov.au

Economic Development

Skills Canberra

Skills Policy and Strategy

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33328)

Gazetted: 23 June 2022

Closing Date: 12 July 2022

Skills Canberra is seeking an interdisciplinary-minded individual to support the work of the Skills Policy and Strategy section. As a policy officer you will work in a small team undertaking complex tasks, and shaping policy that encompasses a major area of Skills Canberra's operations. You will work under limited direction to achieve government priorities.

The successful candidate will be part of a small, multi-disciplinary team that works across Skills Canberra, and consults regularly with other directorates, CIT and external stakeholders. The interdisciplinary nature of the work means the successful candidate should be a 'big picture' thinker, with a strong ability to link seemingly disparate information sources.

The candidate will have excellent research and analytic skills, both quantitative and qualitative, as well as the ability to produce high-quality written documents and presentations for senior management and external stakeholders.

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

Note: This is a temporary position available from 1 August 2022 until 31 March 2023. 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: Please include a curriculum vitae and a pitch of no more than 1,500 words addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities.

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

Contact Officer: Nazia Ahmed (02) 6207 9461 Nazia.Ahmed@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Compliance and Monitoring Inspector

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 15348)

Gazetted: 23 June 2022

Closing Date: 18 July 2022

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of building in the ACT? This might be the opportunity for you. Applications are sought to fill the temporary position of Compliance and Monitoring Inspector in the Compliance, Monitoring and Inspections Team (CMIT).

Access Canberra is looking for a person with a unique combination of skills, knowledge, and behaviours to fill the role of Compliance and Monitoring Inspector in CMIT. In this role you will respond to complaints received by Access Canberra in relation to building and planning matters. You will conduct complex regulatory activities to assess compliance with the relevant Acts, Regulations, and technical building requirements, as well as on-site inspections and audits. The role requires extensive liaison and communication with a range of stakeholders, including owners of properties, construction professionals and complainants. You will assess and provide ACT building and planning legislation related advice on site to stakeholders while adhering to Access Canberra's engage and educate policy approach to resolving complaints.

Highly desirable for the role are excellent customer service skills, extensive knowledge of ACT building and planning legislation (including ACT development approval and building approval frameworks) and other relevant legislation, along with a very good understanding of Canberra building industry networks.

You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. If you are up for a professional challenge in an environment that will support your growth and development as a regulator then this is the role for you.

Please see the attached position description for an outline of the position's responsibilities.

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

Eligibility/Other requirements:

Essential

Unrestricted Driver's C-class Licence.

Permanent Resident of Australia.

This position does require a police criminal check.

Willingness to undertake the Certificate IV in Government (Investigations)

Desirable

Knowledge of, or interest in, the building and planning area will be viewed favourably

ACT Occupational Health and Safety Construction Induction (White Card)

Certificate IV in Government (Investigations)

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 you think you're up for it, send us your curriculum vitae including the details of two referee's and a two-page pitch on why you think you're the best person for this position outlining your experience and/or abilities against the key areas of skills, knowledge and behaviour as outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jonathan Swale (02) 6205 9639 Jonathan.Swale@act.gov.au

Digital, Data and Technology Services

Customer Engagement Services

Service Assurance

Print Manager

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39247)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Service Assurance is seeking a highly motivated candidate who will, under limited direction, manage the operational delivery of the Print Services contract between the service provider and DDTs, on behalf of the ACT Government. The successful applicant will liaise with users/clients and provide advice on print related matters.

Who are we looking for?

A positive team member who will manage the Print Team functions and administer requests as required.

Excellent communication skills to be able to provide support when required and a willingness to learn.

Enthusiastic team member who can provide expertise and deliver the complete process of the Managed Print Services

What qualities do you need to have?

Have a good sense of humour and a flexible mindset

Ability to manage customer expectations in relation to the Print contract

Commitment to high quality customer service principle and practises

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

Note: This is a temporary position available from 4 July 2022 until 23 June 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: To apply for this position, please ensure you include a two-page personal pitch which reflects your skills and capabilities against the 'What you will do' and 'Behavioural Capabilities' in the Position Description, an Application Coversheet and a copy of your current Curriculum Vitae with contact details for at least two referees is required to be submitted with your application.

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

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

Access Canberra

Environment Protection Officer

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 15671)

Gazetted: 27 June 2022

Closing Date: 25 July 2022

Details: The Office of the Environment Protection Authority (EPA) is seeking an Environment Protection Officer to work within the Water Regulation Unit and conduct regulatory activities related to water resources and lakes. The EPA sits within Access Canberra and is based out of the Dickson Office Block on Northbourne Avenue. We offer:

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

Access Canberra works 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 use a risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those not doing the right thing to protect our community.

This position will report to the manager of the Water Regulation Team within the EPA.

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

Eligibility/Other Requirements:

Current ACT or equivalent Driver's licence

A relevant tertiary qualification and/or other environmental qualifications related to natural resource management are highly desirable.

Relevant qualifications and/or experience in licencing, inspections, and compliance are highly desirable.

Demonstrated ability in the use of information technology and database systems.

Note: This is a temporary position available immediately until July 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Current and former ADF members are encouraged to apply. 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 reply to the Contact Officer with a two page submission responding to the Selection Criteria and outlining why you would be the best person for this position.

Applicants should also include in their response a current curriculum vitae, with the details of at least two referees.

For more information, please contact the Contact Officer.

Applications should be submitted to the Contact Officer.

Contact Officer: Patrick Bacon (02) 6207 2142 Patrick.Bacon@act.gov.au

Economic Development

Events ACT

Director, Winter Innovation Festival

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 28819)

Gazetted: 23 June 2022

Closing Date: 14 July 2022

As a dedicated Festival Director, you will play a lead role in overseeing the direction, creation and delivery of a new and exciting major innovation festival in Canberra.

This new festival will take place in winter 2023, with the aim of showcasing Canberra as a city like no other in the world. In this position, you will build on the valuable work the project team prepared to deliver the festival in 2020, prior to its postponement due to the COVID pandemic. You will continue this work through the idea and concept stage right through to evaluation – delivering a memorable event experience. You will be empowered to be bold and brave and to put your strategic outlook, project management and organisational skills to the test. As part of a larger team, you will hit the ground running and your ability to adapt and effectively manage your time will be a key asset in this role. You will work closely with internal and external stakeholders, event partners and sponsors to execute this new festival on time and within budget. Collaborating, kicking goals and sharing success is a big deal for our team. If you feel the same way and want to be part of this exciting new festival for Canberra, then we'd love to hear from you.

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

Eligibility/Other Requirements:

Relevant experience or qualifications in event/festival management is highly desirable. Flexible and willing to work long hours and weekends when necessary.

Current Australian driver's licence.

Knowledge of the local, national and international events industry.

Note: This is a temporary position commencing immediately for 14 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A pool 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) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Provide pitch of no more than 800 words telling us why you are the right person for the job. Please also provide your curriculum vitae and the contact details of two referees who will fly the flag for you. Applications should address the Selection Criteria outlined in the Position Description.

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

Contact Officer: Ross Triffitt (02) 6207 1383 Ross.Triffitt@act.gov.au

Economic Development

Program and Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57831)

Gazetted: 29 June 2022

Closing Date: 6 July 2022

Details: Are you an expert at making sure things run on time, on budget and according to plan? Are you a problem solver, writer and all round team player?

If you enjoy grappling with issues, developing solutions and delivering high profile stakeholder events then we'd love to see your application. This Program and Policy Officer role is within Economic Development Division's Business and Innovation (BI) branch. The successful candidate will support our event, policy and programs work in our Key Sectors and Business Advocacy teams. Work in these areas will ensure you play a central role in contributing towards the ACT Government's *CBR Switched On* economic plan and continue to help grow our networks across the Defence, Cyber and Space industries.

You will work within a supportive team in a fun and fast paced environment which aims to deliver high quality work aligned with Ministerial and Senior Executive priorities. Your excellent organisational, interpersonal and written communication skills will help you to deliver good results.

BI is a supportive branch with an active social program adapted to evolving health restrictions. We are firm supporters of providing learning and development opportunities aligned to your career development goals. 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 event management, project management, business management or a related field (or a willingness to undertake) is highly desirable.

Note: This is a temporary position available for six months with 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: Your Expression of Interest should include a one page pitch, along with your current Curriculum vitae and contact details of two referees. Your pitch should outline why you would be great for this opportunity and your relevant experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anneliese Morgan (02) 6205 0583 Anneliese.Morgan@act.gov.au

Corporate

Corporate Management

Governance, Security, Risk and Audit

Internal Audit Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57528)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Details: Corporate Management provides support to the Directorate in relation to its governance framework, corporate policies, audit and compliance assurance programs. It drives our strong risk framework including supporting business continuity, emergency management and protective security. Coordination and performance activities including the annual report and commitment reporting. Collaborates to ensure a consistent approach for facilities, fleet and environmental sustainability, and supports Winyu and 220 London Circuit as key facilities. The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

The Internal Audit Support Officer works in the Governance, Security and Audit team, which is a dynamic and customer-oriented team of subject matter experts focused on delivering best practice corporate, advice, services, and support in a demanding environment.

The position reports directly to the Chief Internal Auditor.

Key tasks include management of the secretariat function of the CMTEDD Audit and Risk Committee, supporting the Chief Internal Auditor with management of the internal audit portfolio and other projects within Corporate Management Branch as required. Working predominantly in the corporate governance sphere, this position will forge strong linkages with business areas across the Directorate.

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

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

How to Apply: Interested applicants should provide a two-page statement of claims addressing the Professional / Technical Skills and Knowledge and Behavioural Capabilities, a current curriculum vitae, names and contact details of two referrers, copies of any relevant qualifications.

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

Contact Officer: David Hart (02) 6207 3067 David.Hart@act.gov.au

Workplace Capability and Governance (WCAG)

Strategy and Transformation Office (STO)

Assistant Director, Projects and Governance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52409)

Gazetted: 24 June 2022

Closing Date: 8 July 2022

Details: Are you a master Tetris player? Can you connect the dots and join the pieces to complete the puzzle? Can you read between the lines and anticipate next moves? Can you provide clear directions and support to get your team across the finish line in a hard-fought game of Capture the Flag?

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

The occupant of the position needs to be a multi-disciplinary strategic thinker who has foresight and the ability to take a big-picture, long-term view of the ACTPS. The role requires the ability to manage complex projects and make decisions, often with incomplete information. Success in this role demands a strong strategic and analytical orientation coupled with exceptional communication skills as well as a highly developed collaborative nature.

Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a temporary role where no day is the same, then this is for you.

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

Eligibility/other requirements:

High level capability with MS Office (mostly PowerPoint and Excel) software,

A strong understanding of data visualisation techniques and when to use them.

Strong data analysis skills.

Note: This is a permanent position commencing 25 July 2022. A merit pool will be established from this process and used to fill future identical vacancies over the next 12 months.

Selection may be based on application and referee reports only.

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

How to Apply: Please submit your curriculum vitae and a two-page pitch addressing the Skills, Knowledge and Behavioural Capabilities as outlined in the Position Description.

Applications are to be submitted via the Apply Now button below.

Contact Officer: Sameer Gupta (02) 62059695 Sameer.Gupta@act.gov.au

Treasury

Office of the Under Treasurer

Treasury Directorate Liaison Officer (DLO)

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 55315)

Gazetted: 24 June 2022

Closing Date: 8 July 2022

Details: The Treasury stream of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking Expressions of Interest to temporarily fill the Treasury Directorate Liaison Officer (DLO) position in the Chief Minister/Treasurer's Office. This is a valuable career opportunity. As the DLO represents Treasury among the highest levels of the ACT Government, among Members of the Legislative Assembly and also the community, applicants must possess integrity, sound judgement and excellent communication skills. The successful candidate

will have a strong knowledge of Treasury; its role and responsibilities, and will also show exceptional organisation skills.

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

Eligibility/Other Requirements: Experience working on and existing knowledge of cabinet, assembly and ministerial processes specifically within the ACT Government is highly desirable.

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

How to Apply: Expressions of Interest from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities relative to the Selection Criteria and the duties and responsibilities outlined in the Position Description, a current curriculum vitae and contact details of at least two referees.

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

Contact Officer: NathanL Brown (02) 6207 3531 NathanL.Brown@act.gov.au

Access Canberra

Licensing and Registration

Transport Solutions

Driver Licence Examiner

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 21215)

Gazetted: 27 June 2022

Closing Date: 11 July 2022

Details: Transport Solutions, Access Canberra is responsible for conducting driver licence assessments. The successful applicant will need to be highly motivated and have experience in customer service, enjoy a challenge and have an eye for detail.

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

How to Apply: To apply for this position you will need to submit your curriculum vitae and a pitch of no more than two pages detailing examples that demonstrate your claims against the position description, as well a contact for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gerry Ward (02) 6205 9618 Gerry.Ward@act.gov.au

Economic Development

Events ACT

Senior Campaign Marketing Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52866)

Gazetted: 27 June 2022

Closing Date: 13 July 2022

Details: Do you love the buzz of events? Do you want to join a dynamic team of marketing and communications specialists who play a vital role in the success of Canberra's events? As a Senior Campaign Marketing Officer at Events ACT, you will play a leading role in developing and implementing tactical campaigns to promote a suite of events at a local and national level.

You will have opportunities to put your creativity, copywriting and organisational skills to the test as you work alongside campaign managers, public relations, web and graphic design teams to execute fully integrated marketing, communications and PR campaigns which are fundamental to the success of our major and community events.

The campaigns will be designed to create and increase awareness locally, regionally and nationally, encourage attendance, contribute to community vibrancy, city pride and connectedness, and grow the ACT economy by encouraging economic activity and visitation from interstate markets.

Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with creative and media buying agencies, partners, sponsors and internal stakeholders to support the delivery of multiple projects at a time.

You will establish relationships with industry, stakeholders, media and partners to develop a strong understanding of Canberra's events industry needs. The successful candidate will be passionate about Canberra and its events offering and demonstrate a strong ability to bring to life strategic, innovative, targeted and effective marketing campaigns.

You will work with the market research and content teams to evaluate and prepare reports on your campaigns, to help identify and celebrate our wins and guide the development of future marketing activity.

You will be working in a small dynamic team of enthusiastic creative professionals. Events ACT recognises the fundamental role our people play in our success. While this is a fast-paced role you will be supported to thrive and grow your skills as a marketing professional. Our ideal candidate will be passionate about collaboration and feel strongly about building on the supportive high performing culture we have developed here.

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

Notes: This is a temporary position available for six months with the possibility of extension and/or permanency. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: If this sounds like you, please send your curriculum vitae and an application. Applications should clearly address the Selection Criteria and be no longer than two pages telling us why you are the right person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashley Maloney (02) 6205 1507 Ashley.Maloney@act.gov.au

Economic Development

Operations

Venues Canberra

Facilities Coordinator

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 24031)

Gazetted: 27 June 2022

Closing Date: 11 July 2022

Details: Enjoy maintaining a large-scale facility? Enjoy attending major events? Have we got the job for you!

Venues Canberra are seeking a high performing facilities coordinator to join our Venue Infrastructure and Capital works team. Reporting to the Senior Director, you will be responsible for managing planned and reactive maintenance at GIO Stadium. You will also be responsible for event facility management and attend the majority of events. You will also be expected to work across all Venues Canberra sites 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:

Essential:

C Class Driver's License is essential.

Experience in contract and contractor management.

Experience in maintaining large facilities.

Relevant project management experience.

Ability to obtain white card, forklift, asbestos awareness and working at heights certification

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

Desirable:

Licensed Electrician

Knowledge of the event industry and/or event industry experience

Forklift operator licence

White card, asbestos awareness, working at heights, confined spaces and first aid certification.

Notes: This is a temporary position available immediately up until 2 December 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants will need to provide a two-page pitch outlining their suitability for the position in line with the Position Description and a current curriculum vitae with the details of at least two referees.

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

Contact Officer: Andrew De Boni (02) 6213 0701 Andrew.DeBoni@act.gov.au

Digital, Data and Technology Services

Technology Services

Corporate Applications

Director Platform Development

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14371)

Gazetted: 28 June 2022

Closing Date: 7 July 2022

Details: Digital, Data and Technology Solutions is looking for an energetic person to join the Corporate Applications Team as the Director, Platform Development. The successful candidate will be engaged to work closely with highly skilled technology SMEs to formulate technology plans that align with strategic objectives and client needs.

Functionally, the Director Platform Development will be involved in maturing technology platforms and services, whilst undertaking work to ensure the informed executive decision-making process is appropriately supported with business plans, briefs, and other communications collateral.

The successful candidate will be flexible in their approach and have the ability to build and leverage relationships with a broad base of ICT and business professionals, as well as assist in cultivating a professional and consistent service experience.

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

Eligibility/Other Requirements:

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

Highly Desirable:

Tertiary qualifications in a business-related field such as business administration, business management, accounting, commerce, or business informatics.

Possessing an Infrastructure Technology Information Library (ITIL) Foundation Certificate or strong knowledge of ITIL.

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

How to Apply: After reviewing the Position Description, please address each of the eight capabilities listed in the "What you require" section of the Position Description, describing experience and claims of suitability for each capability. Applications should be limited to: cover sheets, applicant curriculum vitae, not more than three pages of capability response.

Applications should be submitted via the Apply Now button below

Contact Officer: Andreza Redmayne (02) 6207 0566 Andreza.Redmayne@act.gov.au

Economic and Financial Group

Macroeconomics, Modelling and Federal, Financial Relations Branch

Analyst

Administrative Services Officer Class 6/Senior Officer Grade C \$91,315 - \$123,710, Canberra (PN: 33473)

Gazetted: 29 June 2022

Closing Date: 15 July 2022

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

You will undertake econometric modelling and quantitative analysis to support forecasts of economic variables and revenue estimates that are published in the ACT Budget. You will also prepare quantitative economic research

to support our forecasts and policy advice including high quality written material explaining and supporting your research conclusions, and provide material documenting your quantitative approach. There will be opportunities to be involved in a range of economic forecasting and policy projects in this part of Treasury.

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

Eligibility/Other Requirements:

Degree or above in economics with major in econometrics is highly desirable. Additional studies in actuarial studies / finance / mathematics or complementary discipline are desirable.

Notes: This is a temporary position available for six months with the possibility of permanency. **This position will be filled at either the ASO6 or SOGC level depending on the skills and experience of the applicant.** 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 curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Roberts (02) 6205 0660 Paul.Roberts@act.gov.au

Economic Development

VisitCanberra

Visitor Services Coordinator

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 55680)

Gazetted: 29 June 2022

Closing Date: 6 July 2022

Details: VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and development programs that will significantly increase the economic return from domestic and international visitation.

The primary objective of this position is to

provide information and tourism services (including bookings for accommodation, tours and transport) to visitors and callers to the Canberra and Region Visitors Centre, Canberra Airport Information Booth and to coordinate the volunteer program.

Undertake general administrative duties including cash handling, record keeping, tour and accommodation booking and the sale of local / regional merchandise.

Assist with other visitor services, events functions as required.

Work collaboratively with staff to maintain day to day operation of the CRVC including:

Overseeing opening and closing procedures.

Liaising with daily rostered volunteers, providing guidance and assistance as required.

Facilitation of the provision of first aid as required.

Coordinate the administration of the CRVC volunteer program in consultation with the CRVC Director including:

Updating the Volunteer Orientation Manual and policy guidelines.

Prepare the monthly volunteer roster and newsletter.

Coordinating bi-monthly meetings.

Eligibility/Other Requirements:

Desirable

Current Australian Driver's License.

Ability to work flexible hours.

A strong understanding of the Tourism Industry.

First Aid Certificate.

Note: This is a temporary position available immediately for a period up to 3 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.

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

How to Apply: Please submit a maximum 500 word application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Jackie McKeown Jackie.McKeown@act.gov.au (02) 6205 0661

Digital, Data and Technology Services

Customer Engagement Services

Service Assurance

Refresh Asset Co-ordinator

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 14528, several)

Gazetted: 29 June 2022

Closing Date: 13 July 2022

Details: Service Assurance Refresh Team is seeking a highly motivated candidate who will, under limited direction, co-ordinate and assist in the lifecycle management across all ACT Government Directorates. The successful candidate will liaise with users/clients and provide advice on a range of application information and assist in the maintenance of ACT Government assets.

One of these positions will be required to assist with the Third-Party tasks and the Print Team to be able to assist the broader team when required.

Who are we looking for?

A positive team member who will assist with the Refreshing of assets, Print Team functions and administer Third Party warranty requests as required.

Excellent communication skills to be able to provide support when required and a willingness to learn.

Enthusiastic team member who can provide expertise and deliver the complete process of ICT asset replacement for ACT Government.

What qualities do you need to have?

Have a good sense of humour and a flexible mindset

Ability to manage customer expectations in relation to the refreshing of assets, printer duties and assist with the Third-Party Warranty tasks.

Commitment to high quality customer service principle and practises

A typical day may include:

Installation of hardware, software and the deployment of applications.

Co-ordinate ICT asset replacement activities and ensure assets are replaced in a timely manner

Prepare information and advice related to the rollout of hardware refresh within ACT Government Directorates 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 liaising with stakeholders and ICT asset lifecycle management would be advantageous.

Notes: There are two temporary positions available immediately until 23 December 2022 with the 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.

How to Apply: After reviewing the "What you will do" and What you require" sections in the Position Description, please submit a two-page written response that provides evidence of your capabilities which includes examples that clearly demonstrate relevant experience, skills knowledge and behavioural capabilities.

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

Contact Officer: Sandra O'Rourke (02) 6207 7924 Sandra.O'Rourke@act.gov.au

ACT Insurance Authority

Claims Services

Claims Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 39254)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Do you have experience in delivering exceptional claims management functions in private or public sector environments? Do you have excellent customer service skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy a challenge? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive and motivated individual who has a passion for claims managing with a focus on achieving positive claims outcomes and broader organisational objectives to join us as a Claims Officer for a 6-month period with the possibility of extension and/or permanency.

Reporting to the Senior Claims Officer, the Claims officer is responsible for managing a portfolio of matters, across multiple general insurance lines. We are looking for an individual who excels at exercising attention to detail and demonstrating the ability to meet deadlines, communicating clearly and working closely with legal providers. This role requires an individual who is excited to be a part of a team that values diversity and practices inclusiveness in line with the ACT Public Service values.

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 for six months with the 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. Selection may be based on application and referee reports only.

How to apply: Interested applicants are required to submit an application no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Cherie Cortes (02) 6207 0723 cherie.cortes@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

Housing ACT

Tribunal Services

Tribunal Advocate

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 31097)

Gazetted: 28 June 2022

Closing Date: 12 July 2022

The Development and Support Team is looking for a motivated and enthusiastic Tribunal Advocate to join the team.

Tribunal Advocates report to the Assistant Director, Tribunal Services, Development and Support, and are responsible for the management of housing matters before the ACT Civil and Administrative Tribunal (ACAT). In doing so, Tribunal Advocates represent the Commissioner for Social Housing at the ACAT on issues relating to tenancy breaches under the Residential Tenancies Act 1997 including debt, property access, antisocial behaviour, and property condition issues. Tribunal Advocates are required to brief and instruct the ACT Government Solicitor's Office when required and instruct the ACT Insurance Agency on compensation matters in excess of \$10,000.

Tribunal Advocates work closely with Housing Managers and Team Leaders in Tenant Experience and other areas of Housing ACT on tenancy matters under the Residential Tenancies Act 1997. They provide advice and workshop solutions with staff for current and emerging tenancy matters.

Eligibility/Other Requirements:

Current driver's licence

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)

Desirable, but not essential, qualification and experience:

Relevant tertiary qualifications Law/Legal Studies, Policy or a related field are desirable but not essential.

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

How to Apply: Suitability for this position will be assessed in three key areas - your Skills, Knowledge and Behaviours. Please submit your curriculum vitae, a two page application addressing the position requirements (Selection Criteria), and the names and contact details of two referees to verify your claims against the position. Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Boggs (02) 6207 1454 Daniel.Boggs@act.gov.au

Inclusion and Participation

Office for Disability

Assistant Director Office for Disability

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38971)

Gazetted: 23 June 2022

Closing Date: 14 July 2022

An exciting opportunity has arisen for a strategic and organised person with well-developed liaison and writing skills, to be part of a small team. As Assistant Director you will manage a small team, contribute to policy development, and provide high level policy advice on national and local policy issues relating to people with disability and the National Disability Insurance Scheme, including the preparation of briefings for national Ministerial committees and forums.

Key to this role is the ability to build and maintain productive working relationships with internal and external stakeholders and the demonstrated ability to manage sensitive and confidential issues with integrity.

We are looking for a committed senior officer with excellent interpersonal, negotiation and liaison skills, including the ability to cultivating productive working relationships with a wide range of stakeholders to ensure business need are met.

A strong understanding of the contemporary policy and service challenges for people with disability and or other vulnerable groups will be highly regarded.

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

Note: This is a temporary position available from 1 August 2022 until 31 May 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Please provide your curriculum vitae and a two-page response outlining your experience and skills against the Selection Criteria in the Position Description.

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

Contact Officer: Wendy Kipling (02) 6207 1444 Wendy.Kipling@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

Systems Policy and Reform

Education and Care Regulation and Support

Contract Administration Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55782)

Gazetted: 29 June 2022

Closing Date: 13 July 2022

Details: Are you a contract manager looking to join a flexible and supportive team?

Are you an excellent communicator who can work with stakeholders to deliver good contract outcomes?

If the answer is yes, then the Contract Administration Officer role in the Education and Care Regulation and Support Team, System Policy and Reform in the Education Directorate is the role for you.

In this role you will be responsible for administration of contracts relating to the provision of early childhood education and care services. The contracts include provision of the Three-year-old preschool program and out of school hours care and consultancy.

You will have a variety of responsibilities including on-boarding new suppliers, processing payments and performance auditing and monitoring against contractual requirements. You will have the opportunity to analyse performance data and prepare reports to help inform future contracts and activities.

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

How to Apply: Please submit your curriculum vitae and a response addressing the five criteria listed under 'what you will require' in the Position Description. Your response should be no longer than two pages.

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

Contact Officer: Krystal Eppelstun (02) 6207 4844 Krystal.Eppelstun@act.gov.au

School Improvement

North/Gungahlin Network

Gungahlin College

Classroom Teacher - Human Biology and Chemistry

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: 25251)

Gazetted: 29 June 2022

Closing Date: 13 July 2022

Details: Gungahlin College is located in the North/Gungahlin Network and caters for students from year 10 (specialised G and T STEM program) to year 12, supporting the learning of over 1100 students. We have a staff of approximately 130 teachers, learning support and administration professions.

We are seeking a dynamic and outstanding teacher who has demonstrated skills and knowledge with teaching senior secondary students in the following areas:

Human Biology

Chemistry

Our ideal candidate has experience and knowledge with the ACT Board of Senior Secondary Studies policies and procedures and working in a fast paced and busy school environment.

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

Notes: Existing Classroom Teachers with the Education Directorate must discuss their intention to apply for this position, noting that agreement to transfer to another position outside of the annual Classroom Teacher Transfer Round is at the discretion of your current Principal and People and Performance, Teacher Recruitment. A Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

How to Apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual Standards, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

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

Contact Officer: Maha Yasin Maha.Yasin@ed.act.edu.au Maha.Yasin@ed.act.edu.au

School Improvement

North/Gungahlin

Gungahlin College

Classroom Teacher - Mathematics

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: 34679)

Gazetted: 28 June 2022

Closing Date: 12 July 2022

Details: Gungahlin College is located in the North/Gungahlin Network and caters for students from year 10 (specialised G and T STEM program) to year 12, supporting the learning of over 1100 students. We have a staff of approximately 130 teachers, learning support and administration professionals.

We are seeking a dynamic and outstanding teacher who has demonstrated skills and knowledge with teaching senior secondary students in Mathematics ranging from contemporary (M) up to and including Specialist Mathematics (T).

Our ideal candidate has experience and knowledge with the ACT Board of Senior Secondary Studies policies and procedures and working in a fast paced and busy school environment.

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

Notes: Existing Classroom Teachers with the Education Directorate must discuss their intention to apply for this position, noting that agreement to transfer to another position outside of the annual Classroom Teacher Transfer Round is at the discretion of your current Principal and People and Performance, Teacher Recruitment.

How to Apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

Your **two-page statement** does not need to address each individual Standards, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

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

Contact Officer: Lisa Pluis Lisa.Pluis@ed.act.edu.au Lisa.Pluis@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Evatt Primary School

School Leader C

School Leader C \$130,338, Canberra (PN: 35220)

Gazetted: 28 June 2022

Closing Date: 5 July 2022

Evatt Primary School is seeking a highly skilled and motivated person to join our school's leadership team. The role will involve leading our Disability Education Program (preschool to year 6) to deliver high quality learning experiences for all students. The successful applicant will demonstrate knowledge and experience leading multigenerational learning through the schools as community hubs model. The School Leader C (SLC) role will also lead a Professional Learning Team (PLT) in the effective analysis of student learning data and manage the human resourcing daily to best meet the needs of our students.

A commitment to a teaching load on a range of Disability Education Programs (Small Group Programs)

Demonstrate an in depth knowledge and capacity to lead multigenerational learning aligning with the Future of Education strategy of schools as community hubs

Lead multidisciplinary teams with a focus on utilising data and evidence-based practices to improve outcomes for students with complex and additional needs.

Demonstrate an in-depth knowledge of how students with additional needs learn and develop with a strong understanding of the OVRA process

Manage the daily staffing and resourcing requirements for the school

Work with the school community to maintain and strengthen our positive school culture (aligned with Evatt's PBL approach).

Lead a school improvement team to progress the priorities outlined in the Evatt Primary School plan

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is

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

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Hatswell (02) 6142 1640 Michael.Hatswell@ed.act.edu.au

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

Business Services

Governance

Legal Liaison

Legal Liaison Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57656)

Gazetted: 27 June 2022

Closing Date: 22 July 2022

Details: EDUCATION DIRECTORATE

The Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of public schools across the ACT and for regulating non-government school and early childhood education providers.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/> and <https://www.education.act.gov.au/>.

GOVERNANCE BRANCH

Governance forms part of the Business Services Division within the Education Directorate. The Branch is responsible for a range of support services to the Minister, Directorate Executive and ACT public schools. These functions include, broadly:

Legal guidance and support

Coordination of Legal advice

Complaints management

Access to information

Audit

Risk, security and emergency management

Coordination of the Directorate's policy framework

Support for governance issues

LEGAL LIAISON

The Legal Liaison section provides support and guidance to schools and the Education Support Office on a range of matters including family law, personal injury claims, review of administrative decisions, discrimination complaints relation to human rights and court and tribunal processes and procedures. It also responsible for developing and providing appropriate advice on legal policies managed by the Legal Liaison team.

RESPONSIBILITIES OF THE POSITION

The position is that of an Assistant Director, within the Legal Liaison team who will in accordance with Directorate policies, and under broad direction from the Director, Legal Liaison:

Provide high level guidance on department wide strategic policies and legal matters.

Scope, plan, review and update legal policies and resources managed by the Legal Liaison section.

Develop and implement business systems and processes to support effective governance and record-keeping relating to legal matters.

Effectively manage relationships with key stakeholders and business areas across the Directorate and Government.

Prepare briefings and correspondence on Directorate and ministerial business.

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

Eligibility/Other Requirements:

Sound knowledge and understanding of the ACT Government's legislative framework and the ability to apply and/or interpret legislation, regulations, policies and agreements;

High level administrative and research skills, relevant experience in project planning and the capacity to develop options and advice to implement policies and procedures;

High level communication and interpersonal skills including the ability to work as part of a team, liaise and negotiate with stakeholders, and produce a range of complex correspondence, briefings and reports;

Developed organisational skills including the proven ability to manage multiple concurrent requests, competing priorities, work under pressure to meet deadlines with minimal supervision, manage inputs from multiple sources, and maintain accurate, up-to-date records; and

Demonstrated practice of the ACT Public Service values, professionalism and integration of workplace diversity, participative work practices, occupational health and safety principles and practices.

Desirable

Legal and project management qualifications are desirable.

How to Apply: Applications should include a supporting statement of no more than two (2) pages addressing the selection criteria in the attached Position Description and a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

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

School Improvements

North Canberra and Gungahlin

Margaret Hendry School

Wellbeing Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 52372)

Gazetted: 27 June 2022

Closing Date: 4 July 2022

Details: Margaret Hendry School is a P-6 school experiencing rapid growth. Our K-6 learning communities are multi-age and multistage with preschool, K-2, 3-5, and year 6 groupings. Margaret Hendry School is innovative in approach to learning as we bring to life the Education Directorates Future of Education Strategy. Please visit our website for further information at <http://www.margarethendryschool.act.edu.au>

We are seeking a friendly, energetic and motivated Wellbeing Support Worker to join our team, with an 'outside the box' way of looking at things to have positive impact in a future focussed way. The wellbeing support officer will also serve as the school's Defence School Mentor (DSM) and will work alongside both family and children to foster connection within the school and support with transitions and parental absence.

This is a full time SA4 position. The standard working hours for the role are 8:30am-3:30pm, Monday – Friday.

Eligibility/Other Requirements:

MANDATORY

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working at Margaret Hendry School must provide evidence of their vaccination status.

HIGHLY DESIRABLE

Certificate IV or Tertiary qualification in Youth Work/ Social Work or a related field.

Applicant needs to demonstrate a knowledge of the defence lifestyle.

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

How to Apply: Please provide 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: Maxine Galante (02) 6142 2800 Maxine.Galante@ed.act.edu.au

School Performance and Improvement

North Canberra and Gungahlin

Majura Primary School

Business Support

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 51318)

Gazetted: 23 June 2022

Closing Date: 30 June 2022

Details: Majura Primary School is a P-6 school in the North Canberra suburb of Watson. We are looking for a highly motivated individual to fill the Business Support Officer role. This position is an active member of the administration team assisting with the operations of the school business and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Support Officer will work under general 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 school in line with school requirements and Directorate priorities. This position will work closely with the Business Manager for the management and processing of the school's finances, and oversee the administration of the front office, including supervising a small team.

Notes: This is a temporary position available immediately up until 24 January 2023 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: In two pages or less tell us why you want the role and outline your demonstrated experience as described in the Skills, Knowledge, and Behaviours section of the Position Description. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

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

Contact Officer: Adrienne Tranter (02)6142 3140 Adrienne.Tranter@ed.act.edu.au

System Policy and Reform

Education and Care, Regulation and Support

Non-government Education

Assistant Director, Non-government Schools

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57858)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Details: Following the recent passing of the *Education Amendment Bill 2022* by the ACT Legislative Assembly the Education Directorate is seeking to recruit a committed governance professional with strong customer service skills, resilience, flexibility and pragmatism to work collaboratively as part of a small regulatory team and contribute to the design and implementation of a new regulatory framework for ACT Non-government Schools.

Eligibility/Other requirements:

The following attributes are highly desirable:

A qualification in governance, business administration, or a related field.

Experience in using TRIM as a records management tool.

Experience with legislative interpretation.

How to Apply: Interested applicants are encouraged to ring the contact officer to discuss the position prior to submitting an application.

The written application must comprise:

a two page (maximum) statement of claims against the profession / technical skills and knowledge, and behavioural capabilities outlined in the Position Description;

a current curriculum vitae (maximum two pages) outlining:

relevant experience

relevant qualifications

names and contact details of two (2) professional referees unrelated to the applicant

NB: one referee MUST be the applicant's current supervisor.

Applicants invited for interview will be asked to provide referee reports from BOTH referees at the interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynda Tooth (02) 6205 8321 Lynda.Tooth@act.gov.au

Service Design and Delivery

Student Engagement

Allied Health

Manager - Social Work

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 31019)

Gazetted: 28 June 2022

Closing Date: 5 July 2022

Details: We are looking for an experienced Social Worker to lead the Student Engagement (SE) Social Work professional team to deliver a high quality, evidence-based, service as part of an interprofessional team that supports schools, students, and their families at a universal, selected and targeted level to engage in education. You will provide clinical supervision to the Social Work professional team in line with best practice as well as support the senior leadership with the strategic leadership and direction of the Student Engagement Branch.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Social Work is highly desirable

Eligibility to be registered with the Australian Association of Social Workers (AASW)

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

ACT driver's licence and use of own vehicle for work purposes.

Note: This is a temporary position available immediately for up to 12 months.

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

Selection may be based on application and referee reports only

How to Apply: In four pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position.

It is in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Please also include a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Hill 04166 855 762 Belinda.hill@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Statutory Planning

Leasing Assessment Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 13578, Several)

Gazetted: 29 June 2022

Closing Date: 13 July 2022

Details: The Statutory Planning Division are looking for enthusiastic and motivated people to join the Leasing Services Team. Your strengths should include good attention to detail, an ability to work with staff at various levels, and being flexible when managing busy workloads. You will be responsible for the assessment and determination of development applications relating to Crown leases, the administration of lease variation charges, and overseeing the production and granting of Crown leases and lease variations. You will also provide advice to the community and industry on development issues in relation to a wide range of leasing matters.

The successful applicants must be team oriented, with the ability to work independently, identify solutions to problems and deliver consistent high-quality service.

Eligibility/Other Requirements: Experience or qualifications in Lease Administration, Urban Planning, Customer Services, Law or Government would be an advantage.

Notes: There is one permanent position and several temporary positions available for a period of six months with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and will be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only. This position involves a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply, please submit a two-page pitch demonstrating you have the Skills, Knowledge and Behaviours to successfully perform the key duties and responsibilities listed in the attached Position Description, together with your current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Anna Gianakis (02) 6205 8757 Anna.Gianakis@act.gov.au

**Corporate Services and Operations
Governance, Compliance and Legal
Information Governance Officer**

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43002, several)

Gazetted: 29 June 2022

Closing Date: 6 July 2022

Details: Do you have a strong passion for enabling open and transparent government? A commitment to supporting the Canberra community's access to government records? A drive to deliver high-level customer service? If you have a secret (or not so secret) love for information governance, then this is the job for you! The Information Governance Team plays a key role within the Environment, Planning and Sustainable Development (EPSDD) portfolio in developing, promoting and delivering initiatives to achieve open government and maintain compliance with the *Territory Records Act 2002*, *Freedom of Information Act 2016* and *Information Privacy Act 2014*.

As an Information Governance Officer with EPSDD, you will work as part of a passionate, collaborative, dynamic and supportive team responsible for providing timely responses to information access requests, accurate legislative and policy advice to internal and external customers and Information Officers, and contribute to ongoing improvement in information governance maturity and open government across the portfolio.

To succeed in this role you will be approachable, engaged and engaging, have a strong understanding of, and passion for, information access and governance, and a commitment to meeting strict deadlines.

The Position Description provides more detail on this exciting opportunity.

Our 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, veterans, culturally diverse people, and those who identify as LGBTIQ+ are strongly encouraged to apply.

This position may combine working from home and working in an office. The office is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

Eligibility/Other Requirements: Previous experience working in an information access role or with Objective EDRMS is highly desirable.

Notes: These are temporary positions with the possibility of extension and/or permanency. One of the positions is available immediately for a period up to 12 months and the other is available from mid-July 2022 for a period up to four months. 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: Please submit a response of no more than two pages outlining how your qualifications and experience demonstrate your skills, knowledge and behaviour against the Selection Criteria.

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

Contact Officer: Melinda Hughes (02) 6207 6502 Melinda.Hughes@act.gov.au

Environment

ACT Parks and Conservation Service

National Parks and Catchments / Namadgi National Park

Project Manager

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 57878, several)

Gazetted: 29 June 2022

Closing Date: 19 July 2022

Details: The role requires a motivated professional to project manage small to medium scale works projects in Namadgi National Park for the Parks and Conservation Service.

The position requires well developed skills in natural resource management, project management and stakeholder management to deliver projects and assist other officers and managers within Environment, Planning and Sustainable Development Directorate (EPSDD).

The primary responsibilities for this position are:

Develop and lead the delivery of a number of projects in the protected area estate through the engagement of ACT Government delivery agencies, consultancies and/or contractors

Maintain communications with stakeholders, including internal to EPSDD, other ACT Government Directorates, and with community and relevant stakeholder groups

Manage project budgets and assist with financial reporting requirements

Produce high quality, plain English written communications and deliver clear oral presentations

Supervise and motivate staff

Work collaboratively within the Parks and Conservation Service in the delivery of projects and provide high quality customer service

Ensure that accurate records substantiating all activities are maintained for auditing purposes

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications and experience in Natural Resource Management, Environmental Science or Equivalent

Manual Vehicle driver's licence

Able to work alone in remote areas

Be prepared to wear a uniform

Highly desirable:

Experience in the use of ArcGIS and in-field mapping technology

Moderate level of fitness

Chainsaw (crosscut) qualification

4wd vehicle operations

Notes: There are several temporary positions available until 30 June 2024. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Cotsell (02) 6205 3828 Peter.Cotsell@act.gov.au

Environment

ACT Parks and Conservation Service

National Parks and Catchments / Namadgi National Park

Project Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 57876, several)

Gazetted: 28 June 2022

Closing Date: 15 July 2022

Details: The role requires a motivated professional to assist in the management of small to medium scale works projects in Namadgi National Park for the Parks and Conservation Service.

The position requires skills in natural resource management, project management and stakeholder management to deliver projects and assist other officers and managers within Environment, Planning and Sustainable Development Directorate (EPSDD).

The primary responsibilities for this position are:

Contribute to the delivery of a number of projects in the protected area estate through the engagement of ACT Government delivery agencies, consultancies and/or contractors

Communicate with both internal directorate stakeholders and others within the ACT Government, and with relevant community groups. Manage procurement processes and produce relevant professional documentation

Organise and supervise consultants, contractors, and ACT PCS staff to ensure that projects are delivered to time and budget. Work collaboratively within the Namadgi team and the broader Parks and Conservation Service in the delivery of projects and provide high quality customer service

Ensure that accurate records substantiating all activities are maintained for auditing purposes

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications and/or highly relevant experience in Natural Resource Management, Environmental Science or equivalent

Manual vehicle driver's licence

Able to work alone in remote areas

Be prepared to wear a uniform

Highly desirable:

Ability to use ArcGIS and in-field mapping technology

Moderate level of fitness

Notes: This is a temporary position available until 30 June 2024. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Cotsell (02) 6205 3828 Peter.Cotsell@act.gov.au

Planning and Urban Policy

Major Projects - City

Senior Design and Planning Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 34846, several)

Gazetted: 28 June 2022

Closing Date: 22 July 2022

Planning and Urban Policy Division within the Environment, Planning and Sustainable Development Directorate is seeking to employ Senior Design and Planning Officers to work across a variety of sections within our Division.

The Planning and Urban Policy Division is responsible for a wide range of policy, projects and programs across strategic planning, infrastructure planning, land strategy, housing policy and building policy and has strong links to work across the wider Directorate and with other government agencies. The role of Senior Design and Planning Officer comprises working in a multi-disciplinary environment to deliver strategic planning and urban design policies, projects, and programs to facilitate land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government.

This is a unique opportunity to contribute to the future shaping of the city by undertaking strategic planning and design policy development and projects to support delivery of current ACT Government policies and development of advice on future design and planning policy with a focus on achieving good land use planning and built form design outcomes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in urban planning, urban policy, urban design, architecture, landscape architecture or similar, policy, project and program management is desirable however professionals with applicable skills, experience and enthusiasm are also encouraged to apply.

In addition, demonstrated experience in research and analysis and skills in use of design and analysis tools such as Excel, Adobe Creative Suite, AutoCAD, and GIS is highly desirable including experience in a program or project management role including undertaking secretariat and coordination functions.

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

How to Apply: Applications are sought from potential candidates and should include:

Two to three-page pitch supporting statement addressing Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Henry (02) 6207 2250 Karen.Henry@act.gov.au

Development and Implementation

Executive Branch Manager, Development and Implementation

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E1071)

Gazetted: 29 June 2022

Closing Date: 6 July 2022

Details: Are you experienced in delivering development projects and programs? Are you interested in shaping the City? The Executive Branch Manager (EBM) role leads a range of work within the Development and Implementation Division with a focus on delivery of high-quality services and functions which include:

Projects that support government led urban renewal,

The Loose Fill Asbestos Eradication program,

Due diligence, place planning and investigations on urban sites, and

Implementation of planning and infrastructure projects.

The EBM works directly to the Executive Group Manager, Development and Implementation, and will work collaboratively with Executive, across Government and the ACT industries, while representing EPSDD through multiple forums.

This role requires the proven ability to build and maintain strategic relationships, lead and deliver large scale projects within set and often tight timeframes, as well as having high level communication skills.

Our people are our greatest asset, and you would be charged to lead and drive change management strategies, skill and capacity building, embedding a performance culture based on collaboration and achieving results.

Prospective applicants can seek further details of the position through the Contact Officer.

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 placed on a short-term contract from August 2022 to June 2024.

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

How to Apply: Interested candidates should submit a pitch that responds to the requirements of the role and how you will fulfil these (maximum two pages), a copy of a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben Green (02) 6205 2548 ben.green@act.gov.au

Environment

ACT Parks and Conservation Service

Administrative Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 13544, several)

Gazetted: 24 June 2022

Closing Date: 8 July 2022

Details: Are you an organised person with a can-do attitude?

The ACT Parks and Conservation Service (PCS) is a branch of EPSDD with responsibility for planning and ongoing management of our parks, reserves and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational, and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In addition, PCS manages a commercial forestry estate on behalf of the ACT Government providing a broad recreation facility, carbon capture and an economic return for the ACT community

We are looking for organised people with a can-do attitude to support the business functions of the work groups located across various PCS Depots including administrative, basic financial and HR management tasks. The position provides support in official record keeping, equipment / asset control, security and general on-site reception and administration functions.

We are looking to fill one full time position and one part-time position at 28 hours per week.

Eligibility/Other requirements: Mandatory:

Possess a current ACT Working with Vulnerable People accreditation

Current driver's licence

Preparedness to wear a uniform

Desirable:

Current basic first aid certificate.

Understanding of ACT Government APIAS system

Understanding of accrual accounting principles or a willingness to undertake training.

Note: There are two positions available, one of which is full time and the other part time at 28 hours per week. Both positions will be filled from this recruitment process.

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

Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Hogan 0432 701 295 Lisa.Hogan@act.gov.au

Suburban Land Agency

Development Delivery

Molonglo

Development Manager, Molonglo

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 07943)

Gazetted: 24 June 2022

Closing Date: 15 July 2022

Details: Are you enthusiastic about Canberra's growth, in particular new suburb development fronts and keen to make a difference in delivering people-focused suburbs in Canberra?

The Suburban Land Agency (the Agency) is seeking an experienced and energetic Development Manager to support the Molonglo Development team within the Development Delivery Branch to create Canberra's newest and most exciting suburbs.

The successful candidate should be able to manage projects, through full development cycle and deliver on the Agency's land release, financial and non-financial performance targets while maintaining effective relationships with other government directorates, private developers, and community groups.

The successful candidate will require knowledge and experience in greenfield property development, planning within the ACT planning framework, project management, contract management and risk management with high level of understanding of government procurement, probity and value management within a land and infrastructure delivery framework with a focus on civil and landscape design.

Eligibility/Other requirements: The successful occupant will be required to:

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

Hold a relevant building degree; or

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

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: Please submit a written application addressing the Selection Criteria (maximum of 200 words against each criteria), along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rodney Thompson (02) 6205 6097 Rodney.Thompson@act.gov.au

Corporate Services and Operations

Finance, Information and Assets

Business Services and Sustainability

Director - Procurement Contracts

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 36749)

Gazetted: 23 June 2022

Closing Date: 11 July 2022

Details: Are you a high achiever with demonstrated experience and can deliver quality outputs? Do you enjoy working in procurement and contracts? Do you enjoy working collaboratively with people to resolve problems? We are looking for a highly skilled leader in procurement who wants to be part of a committed and customer focussed team to deliver quality outputs for the Directorate.

You will be able to add value by utilising your skillsets to support the Directorate with continuous review and improvement in procurement. You will provide technical advice to Directorate staff regarding procurement and

contracts, including assistance in the use of whole of government procurement systems. You will represent the Directorate in procurement and related-forums. The role will provide you with the opportunity to work with passionate people delivering projects and policies on behalf of the ACT government for the community.

Eligibility/Other requirements:

Relevant experience in the Public Sector at local, state or federal level;
Extensive experience and qualifications in procurement and contract management
Experience in financial systems

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

How to Apply: If the above sounds like you and you want to be part of a dynamic and dedicated team, please submit an 850 word pitch addressing your suitability for the role and a current curriculum vitae, including the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Thao Le (02) 6207 3042 Thao.Le@act.gov.au

Statutory Planning

Development Assessment

Senior Director, DA Services and Support

Senior Officer Grade A \$157,201, Canberra (PN: 49434)

Gazetted: 24 June 2022

Closing Date: 1 July 2022

Details: Are you a leader with experience working in planning or regulation? Do you like a fast-paced work environment? Do you have strong communication and liaison skills and enjoy building productive working relationships with stakeholders? Then Senior Director, DA Services and Support is the job for you!

The Senior Director is responsible for providing guidance and direction to Statutory Planning staff and contributing to the higher-level decision making of the division. You will lead, manage, provide guidance to staff and manage the work programs and priorities of teams within the DA Services and Support function including Customer Service, DA Coordination, Business Improvement, and Deed Management teams. You will build and maintain productive working relationships with key stakeholders internal and external to the ACT Government, and provide high levels of customer service to community groups and development industry representatives in the context of development assessment.

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

How to Apply: Please submit a written application of no more than two pages outlining your skills, knowledge, behaviour relevant to the position description, a current curriculum vitae with contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Weller, Craig.Weller@act.gov.au (02) 6205 3846

Environment, Water and Emissions Reduction

Finance Information and Assets

Strategic Finance

Director - Finance Business Partner

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 21767)

Gazetted: 23 June 2022

Closing Date: 11 July 2022

Details: Are you a high achiever with demonstrated experience to delivery quality outputs? Do you enjoy working with numbers and management accounting? Do you enjoy working collaboratively with people to resolve problems? We are looking for a highly skilled leader and technical management accountant who wants to be part of a committed and customer focussed team to deliver quality outputs for the Directorate.

You will be able to add value by utilising contemporary accounting methodologies gained from your experiences to implement innovative and pragmatic solutions to assist in budgeting, strategic asset management, project management and reporting. You will be a strategic leader and will lead the Finance Business Partner Team for the Directorate. The role will provide you with the opportunity to work with passionate people delivering projects and policies on behalf of the ACT government for the community.

Eligibility/Other Requirements:

Tertiary qualifications in a related field is preferred.

Completion of the CPA Australia or Chartered Accountants Australia and New Zealand is preferred.

Government work experience is highly desirable.

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

How to Apply: If the above sounds like you and you want to be part of a dynamic and dedicated team, please submit an 850 word pitch, addressing your suitability for the role and a current curriculum vitae including the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Thao Le, Thao.Le@act.gov.au (02) 6207 3042

Environment, Water and Emissions Reduction

Executive Group Manager, Environment Water and Heritage

Executive Level 2.3 \$315,479 - \$329,577 depending on current superannuation arrangements, Canberra (PN: E757)

Gazetted: 27 June 2022

Closing Date: 14 July 2022

Details: The Environment Water and Heritage Division promotes and works actively with community in caring for the ACT's natural environment and develops, reviews, and implements legislation, policies, and standards to protect the natural and built environment. It plans and manages the ACT's parks, reserves, waterways, unleased public land, and plantations, including associated community infrastructure, and protects heritage through the conservation of the ACT's heritage assets to ensure their recognition, registration, and conservation.

The Division of the Directorate comprises the following functions:

ACT Parks and Conservation Service;

Nature Conservation Policy;

Conservation Research;

Catchment Management and Water;

Environment Protection Policy; and

ACT Heritage.

The role requires an energetic person with exceptional leadership and executive management skills to achieve effective business planning, governance, issue management and collaborative partnerships inside and external to Government. Strong strategic stakeholder engagement and negotiation skills are also necessary. Knowledge of the Territory Government and relevant legislative and compliance obligations applicable to the Directorate is also required.

The successful applicant will be required to provide quality robust advice and implementing effective strategies and policies relevant to the Environment Water and Heritage Division, contributing to and engaging in the development of Directorate-wide and whole-of-government strategies for the benefit of the ACT community.

Remuneration: The position attracts a remuneration package ranging from **\$315,479 - \$329,577** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$281,963**.

Contract: The successful applicant will be engaged under a performance-based contract for a period of five years.

Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Applicants should submit a covering pitch for the role (two - three pages), identifying how you can fulfil the role requirements and your successful achievements against the Executive Capabilities. Your pitch, a copy of a current curriculum vitae, and the name and contact details for two referees should be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Contact Officer: Geoffrey Rutledge, Deputy Director-General, Environment, Water and Emissions Reduction, ESPDD Tel: (02) 6207 5001 Email: Geoffrey.rutledge@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations

Area Supervisor

Correctional Officer Class 2 \$86,814 - \$92,996, Canberra (PN: 35375, several)

Gazetted: 27 June 2022

Closing Date: 25 July 2022

Details: ACT Corrective Services (ACTCS) is pleased to announce exceptional career opportunities for individuals interested in becoming Area Supervisors (Correctional Officer Class 2).

We would like to hear from people who are interested in:

- (1) community safety;
- (2) leading a team to promote and maintain safety and security in a custodial environment; and
- (3) supporting improved rehabilitative outcomes amongst individuals and groups of individuals in custody.

In this role you will assist with the day to day operations of ACT correctional facilities, including supervision and management of Correctional Officers (Class 1), allocation of resources, case loads and monitoring work flow. You will also participate in case management, promoting rehabilitation by encouraging participation and pro social activities amongst detainees.

To be successful, you will demonstrate an understanding of and commitment to best practice detainee management. You will also be able to demonstrate exceptional communication and interpersonal skills. As this is a supervisory position, you will possess a demonstrable capacity to effectively and efficiently manage staff and resources. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment. These positions are based in Canberra, ACT.

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 custodial experience or Certificate III in Correctional Practice (Custodial) are essential.

If Certificate III in Correctional Practice (Custodial) is not held it must be attained within 12 months of date of entry to service.

Relevant tertiary qualifications or equivalent experience are desirable.

Current unrestricted manual driver's licence and Senior First Aid Certificate are essential requirements.

Eligible applicants may be required to undergo pre-employment psychological and medical testing and a Police Record check.

Eligible candidates will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process except the psychometric assessment and the medical assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage.

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens).

How to Apply: To apply, applicants are required to submit three items: (1) A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cindy Botha 62055186 cindy.botha@act.gov.au

ACT Human Rights Commission

Discrimination, Health Services, Disability and Community Services Commissioner

Senior Investigator and Conciliator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42672)

Gazetted: 28 June 2022

Closing Date: 21 July 2022

Details: The ACT Human Rights Commission is an independent agency established by the *Human Rights Commission Act 2005*. The role of the ACT Human Rights Commission is to resolve complaints and promote rights, including to:

- provide an independent, fair and accessible process for resolving individual complaints;
- promote service improvement;
- promote the human rights and welfare of people; and
- foster understanding of legislation.

The ACT Human Rights Commission is seeking experienced, highly motivated people with excellent communication and interpersonal skills to join our team as a Senior Investigator and Conciliator. The Senior Investigator and Conciliator will manage a caseload of complex complaints across multiple jurisdictions including health services, discrimination, disability and community services.

In addition to the investigation and conciliation (alternative dispute resolution) of complaints the role also includes undertaking legal research and policy and project work.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

Eligibility/Other Requirements:

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

Relevant tertiary qualifications in law or health are highly desirable.

Qualifications and experience in statutory investigation are desirable

Qualifications and experience in conciliation/alternative dispute resolution are desirable

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

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

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

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

Contact Officer: Karen Toohey (02) 6207 1045 Karen.Toohey@act.gov.au

Public Trustee and Guardian

Finance Unit, Property Team

Property Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 38751)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community.

We have a permanent vacancy for a motivated and well organised person to fill the role of Property Officer in the Finance Unit.

The Finance Unit provides Corporate Finance, Investment/Funds Management, Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients.

The Property Officer is responsible for supporting the Senior Property Officer to manage PTG's client property assets.

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

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

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

Selection may be based on application and referee reports only.

How to Apply: If you are looking for a dynamic role working in a unique environment then please submit an application, no longer than two pages, outlining how you meet the Professional/Technical skills and Knowledge, and Behavioural Capabilities outlined in the Position Description. Please also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Kristy White (02) 6207 9800 kristy.white@act.gov.au

Parliamentary Counsel's Office

Legislative Publishing Section (LPS)

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 42308)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

The Parliamentary Counsel's Office (PCO) is seeking a highly motivated and skilled person to fill the role of the Executive Assistant (EA) within the team. This is a newly created role in the PCO and the EA will provide high level executive and administrative support to the Parliamentary Counsel and Deputy Parliamentary Counsels. The role will also assist with providing office support for the office and report directly to the Office Manager, Legislative Publishing Section.

You will need to collaborate with a wide range of government stakeholders, whilst maintaining a high level of confidentiality and discretion, so highly developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be critical to success.

The successful applicant will also be required to be a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

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

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

How to apply: Interested applicants should submit a supporting statement (no more than two to three pages) that outlining experience and/or abilities relative to the Selection Criteria and the duties and responsibilities outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Natalie Maclean (02) 6207 0704 natalie.maclean@act.gov.au

ACT Human Rights Commission

President

Corporate Team

Executive Support and Senior Administration Officer to the President

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57264)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Details: The Human Rights Commission is seeking an experienced, motivated, and passionate person to join our Business Unit as an Executive Support and Senior Administration Officer to the President.

Duties of the Executive Support and Senior Administration Officer to the President include:

Managing the President's diary and emails and following up on correspondence; co-ordinating internal and external meetings.

Providing secretariat services for Commission and liaison meetings;

Liaising with internal and external stakeholders.

Providing support to the Executive Manager and other staff in the corporate and community engagement teams.

Collecting and inputting data to the Commission's database.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

Eligibility/Other requirements: Registration through the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to:

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

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

How to apply: See the attached Position Description for further information about the role. Interested applicants should submit a 'pitch' of no more than two pages, together with your curriculum vitae and contact details of at least two referees.

Please ensure your two-page 'pitch' describes how your knowledge, experience and qualifications meet the capabilities of the role.

Applications should be submitted via the Apply Now button below:

Contact Officer: Rosemary Budavari (02) 6207 0986 Rosemary.Budavari@act.gov.au

Major Projects Canberra

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

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

Deputy Chief Project Officer

Temporary Vacancy (ASAP until 29 July 2022 with possibility of extension)

Major Projects Canberra

Chief Projects Office

Position: E1198

(Remuneration equivalent to Executive Level 3.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 2 June 2022

The role of Deputy Chief Projects Officer (DCPO) is a key position within Major Projects Canberra. It involves ensuring the delivery of key ACT Government infrastructure projects in a safe, timely, value for money and quality manner. It may also involve different or additional responsibilities as the Chief Projects Officer may determine from time to time.

Reporting to the Chief Projects Officer, the DCPO is expected to work collaboratively and respectfully with other executives, staff and advisors within Major Projects Canberra, with officials across the broader ACTPS, and with other stakeholders inside and outside of the ACT Government.

Eligibility/Other Requirements:

Mandatory:

- The position requires substantial experience in construction responsibilities of large scale, complex infrastructure projects.
- Relevant tertiary qualifications in a construction, engineering, project management, commercial or legal discipline is required.

Desirable:

- Knowledge of the ACT Government or other State Government procurement and delivery processes would be highly regarded.

To apply: If this role sounds like you and you want to be a part of a dynamic and dedicated team, please submit no more than three pages addressing your suitability against the Executive Capabilities and Job Specific Criteria, two referees and mandatory qualifications to Nikki Pulford (02) 6205 5466 via email, nikki.pulford@act.gov.au by COB Thursday 30 June 2022.

Remuneration: The position attracts a remuneration package ranging from \$383,752 - \$400,925, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$343,470.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

Light Rail

Project Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 37265)

Gazetted: 29 June 2022

Closing Date: 13 July 2022

Details: Are you our new Project Support Officer?

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 planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

The role of Project Support Officer is responsible for ensuring effective project management functions including risk, issues and change management, master program management, information management, project reporting, quality management. The role is also responsible for invoice management and coordination of approval processes; attending meetings, recording, producing and distributing minutes; collating and producing information for ministerial requests and other written communication and reporting functions.

The Project Support Officer will report directly to the Executive Branch Manager Project Management Office and will also be expected to liaise closely with other officers in the team, and staff and advisors across all areas of the project 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: Experience working in project teams and familiarity with tools and systems used in project management and management of project controls are highly desirable.

Notes: This position is available immediately until November 2022 with the possibility of extension up to six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees 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 a one page pitch 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.

Applications should be sent to the Contact Officer.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Project Development and Support

Communications and Engagement

Director, Communications and Engagement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 45455)

Gazetted: 27 June 2022

Closing Date: 14 July 2022

Major Projects Canberra is leading the planning, procurement and delivery of several significant and complex projects for the Territory, such as the Light Rail extension, Canberra Hospital Expansion and the new CIT Campus Woden

With some busy years ahead, we are looking for experienced, organised and efficient managers with a strong background in communications and community engagement to plan, lead and oversee the delivery of communications and engagement strategies on several large infrastructure projects. These include the new CIT Campus and precinct at Woden and other large construction projects in the CBD.

You'll need an established track record in providing communications advice; successfully planning and implementing contemporary community engagement strategies and tactics; and developing and maintaining

effective working relationships with partner contractors and stakeholders at all levels. Experience in construction or large-scale infrastructure is an advantage.

Working with us will get you involved in some of our biggest city shaping projects that are important to Canberra's future. Every day will bring a new challenge and you'll be contributing to a collaborative and supportive team culture.

If this sounds like something you'd like to be a part of, then please apply.

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

Eligibility/Other Requirements:

Desirable:

Relevant tertiary qualifications or a minimum of five years' experience working professionally in the fields of community engagement, public participation, or communications.

Trained and certified in IAP2 or equivalent best practice community engagement.

Experience working on large infrastructure projects.

The ability to work flexibly with some out of hours work may be required.

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

How to Apply: 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: Tania Navarro (02) 6205 0192 Tania.Navarro@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Corporate Support and Recruitment Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45253)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Details: Are you our new Executive Branch Support and Recruitment Manager?

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!

Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra (MPC) on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources, and corporate support.

The Corporate Support and Recruitment Manager is responsible for the processing and management of recruitment actions across MPC and, as SharePoint Administrator, ensures MPC's intranet is maintained. This role will also provide high level Executive support to the Executive Branch Manager and the Ministerial, Governance and Corporate Support Branch and supports MPC's Learning and Development Manager, as a learning administrator for the HRIMS Learning Management System.

The role is responsible for coordination of weekly reporting for the Ministerial, Governance and Corporate Support Branch and Chief Projects Officer from all Major Projects Canberra project and project support teams. The role also manages the MPC Corporate Calendar, coordinating tasks across all MPC Executive level governance committees and groups. The position is also responsible for a range of administrative and coordination duties such as diary management, drafting correspondence as required, payment of invoices and providing secretariat support in preparing meeting agendas and recording minutes.

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

Eligibility/Other Requirements: Highly Desirable:

Experience using Word, Excel, PowerPoint, Outlook, Objective, SharePoint and a Learning Management System.

Relevant experience in executive support and office management.

Baseline security clearance or able to attain one

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

How to Apply: 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.

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

Contact Officer: Kylie Bailey (02) 6205 4570 Kylie.Bailey@act.gov.au

Light Rail

Senior Director - Commercial

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 57778)

Gazetted: 23 June 2022

Closing Date: 11 July 2022

Details: Major Projects Canberra is responsible for the planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

The Senior Director, Commercial, is one of the key senior roles within Light Rail project team. This person will be responsible to the Chief Projects Officer, Deputy Chief Projects Officer and Project Director for all aspects of the project's commercial, legal, financial and procurement activities.

The role will require building and owning strategic relationships with advisers, suppliers and contractors through the procurement and delivery stages of the project. In addition, the Senior Director, Commercial will work collaboratively with multiple branches of the ACT Government and provide advice at the highest levels of government which may include Cabinet, Ministers, Directors-General, senior ACTPS executives and the Light Rail Project Board.

The Senior Director, Commercial will represent Major Projects Canberra and the ACT Government in significant and complex commercial negotiations, the evaluation of project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. They will provide strategic, commercial and technical leadership within a dynamic, high profile and high-pressure working environment.

Attraction and Retention Incentive

Depending on the skills and experience of the candidate, the position may attract an Attraction and Retention Incentive (ARIn). The total combined salary package range is between \$200,140 – \$220,140 excluding superannuation.

This ARIn is reviewable under the terms of the ACTPS ARIn Policy. At the two year point a further comprehensive review may be undertaken in line with the duration of the Project providing the position continues to meet the eligibility criteria, including consideration of relevant market rates/and or changes to the operational requirements of the business unit.

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

Compliance Requirements / Qualifications

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or
certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or
have a least 10 years relevant experience in Project Management.

Desirable

A degree or diploma in a relevant commercial, legal or technical field (a copy needs to be provided with your application) – or demonstrated relevant equivalent experience; and

Demonstrated relevant experience of managing significant projects.

Experience in delivering significant infrastructure projects in PPP or collaborative contracting environments; and
Experience in the delivery of transport projects.

Notes: Attraction and Retention Incentive

Depending on the skills and experience of the candidate, the position may attract an Attraction and Retention Incentive (ARIn). The total combined salary package range is between \$200,140 – \$220,140 excluding superannuation.

This ARIn is reviewable under the terms of the ACTPS ARIn Policy. At the two year point a further comprehensive review may be undertaken in line with the duration of the Project providing the position continues to meet the eligibility criteria, including consideration of relevant market rates/and or changes to the operational requirements of the business unit.

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: Ashley Cahif (02) 6205 1212 Ashley.Cahif@act.gov.au

Office of the Legislative Assembly

Office of the Clerk

Senior Education and Engagement Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 103)

Gazetted: 23 June 2022

Closing Date: 7 July 2022

Details: The Office of the Legislative Assembly has an exciting opportunity for an enthusiastic, motivated and skilled professional to fill the role of Senior Education and Engagement Officer.

As part of the Education and Engagement team within the Office of the Clerk you will be responsible for:

- Drafting publications, social media posts, feature articles, news articles, media releases, speeches and research papers.
- Desktop publishing and design, including the production of audio-visual content.
- Coordinating and editing the Office's internal newsletter.
- Coordinating the production of the Office's annual report.
- Assisting with in-person and remote delivery of presentations and seminars to schools, community groups and members of the public sector.
- Assisting in the management of the Assembly art collection.
- Assisting in the administration of the Assembly's vocational placements program.
- Provision of general assistance to the Manager, Education and Engagement, as required.

Eligibility/Other Requirements: Working with Vulnerable People registration is a requirement of the position.

Notes: This is a permanent part-time position working 25 hours per week. The full-time salary noted above will be paid pro rata.

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the 'What we are looking for' section 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.

Suburban Land Agency

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

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

Suburban Land Agency

Program Solutions

Marketing

Senior Director, Marketing

Senior Officer Grade A \$157,201, Canberra (PN: 41664)

Gazetted: 27 June 2022

Closing Date: 13 July 2022

Details: Are you passionate about leading a high performing team of creative marketers? Do you love steering strategies and collaborating with others to turn ideas and insights into business actions? Come and join the Suburban Land Agency's (the Agency's) and lead the marketing team. We are looking for an enthusiastic Senior Director, Marketing to lead the team, steer the strategic direction of the Agency brand and deliver effective marketing campaigns and activations with the team.

We are looking for an experienced leader who is passionate about nurturing positive team and organisational culture and delivering great places and thriving communities in Canberra. Importantly, we are looking for someone who has a creative and analytical mind to flex across a broad portfolio of brands, programs and places and can establish good relationships across the agency and with our creative agency partners. This role reports into the Deputy CEO and will be supported by a marketing team of 10. Please visit suburbanland.act.gov.au for more information about the organisation and how we deliver on our vision of creating great places where communities thrive.

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

Eligibility/Other Requirements:

Qualifications in marketing, business support or a related discipline and/or substantial commercial real estate marketing or government marketing experience is preferred.

Immediate ability to commence.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applications are sought from potential candidates and should include a pitch of no more than two A4 pages outlining experience and/or ability based on the Position Description. You are encouraged to include examples of your creative/campaign portfolio and results achieved through web links in the pitch. Please also include contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josie Khng (02) 6207 3079 Josie.Khng@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

**Transport Canberra and Business Services
Strategic Policy and Customer
Executive Assistant**

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 38022)

Gazetted: 24 June 2022

Closing Date: 8 July 2022

Details: The role of Transport Canberra and City Services (TCCS) is to deliver essential services that Canberrans rely on each day. TCCS employs approximately 2000 staff who work across the ACT.

The Strategic Policy and Programs (SPP) Branch sits within the Transport Canberra and Business Services Division of TCCS. SPP is responsible for strategic policy and legislation development, managing transport-related operational policy and regulation, and implementing innovative road safety and active travel programs for the Canberra community. The Branch is comprised of two distinct functional units; Strategic Policy and Legislation, and Transport Regulation and Programs.

As an Executive Assistant for the newly transformed Branch, you will be responsible for high-level administrative and secretarial support to the Executive Branch Manager, as well as supporting other members of the Branch as required.

Under minimal supervision, you will undertake a range of activities in support of the Executive, taking ownership of office administration and completing tasks in a timely manner with a keen attention to detail. Working in a fast-paced environment, you will prioritise workloads appropriately and liaise with the Executive and areas across the Directorate daily.

If you are passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy supporting fascinating and complex challenges, then this role could be for you.

Notes: This is a permanent position available immediately.

How to Apply: Applications must include:

A written response no more than two pages in length responding to the criteria listed in the 'What you require' section of the Position Description

A current curriculum vitae

Details of at least two referees

Interested candidates are encouraged to reach out to the contact officer for further information.

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

Contact Officer: Kirra Cox (02) 6205 3407 Kirra.Cox@act.gov.au

**City Services
Roads ACT
Infrastructure Planning
Technical Planning Officer**

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 38779)

Gazetted: 24 June 2022

Closing Date: 8 July 2022

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

We're looking for an enthusiastic and experienced technical officer to join the Infrastructure Planning team.

Infrastructure Planning is responsible for supporting the operational areas of City Presentation and Roads ACT in the planning and management of our open space and public municipal infrastructure assets. Key responsibilities include strategic asset and data management, services planning and understanding deficiencies in the road network, contract management, project management, forward capital works planning, technical design review and providing Directors with support, advice, guidance and direction on all assets associated with City Presentation and Roads ACT.

This position is responsible for the planning, development and delivery of forward Capital Works programmes across City Presentation and Roads ACT. This position assists in feasibility investigation planning, development and management of the one, three and ten year forward works programmes and budgets, ancillary work including investigation of requests for new assets, feasibility studies with economic benefits analysed and review and development of standards for design and construction.

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, safety, excellence and innovation as well as demonstrate the related signature behaviours.

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:

hold a relevant professional qualification in Engineering, Architecture or Project Management, or accreditation with a professional body recognised within Australia (tertiary qualification in civil/water resource engineering desirable); or

hold a relevant building degree; or

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

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

A response addressing the requirements for the points listed in Selection Criteria (WHAT YOU REQUIRE section) in the attached Position Description. Please limit responses to a maximum of one (1) page per criteria.

Contact details of two referees.

A current curriculum vitae (resume).

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

Contact Officer: Daniel Goodwin (02) 6205 0066 Daniel.Goodwin@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery

Senior Director Procurement and Asset Management

Senior Officer Grade A \$157,201, Canberra (PN: 35988)

Gazetted: 23 June 2022

Closing Date: 14 July 2022

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

Transport Canberra is seeking an enthusiastic and experienced Senior Director Procurement and Asset Management to develop and undertake strategic asset management planning for integrated public transport outcomes. This work will be undertaken with the support of a small team using a data driven approach to develop and manage a strategic asset management plan, procurement strategies and contract management to inform forward planning for the network and support strategic transport objectives to transition the bus fleet to a zero-emission state.

The Senior Director Procurement and Asset Management will require strong communication skills to facilitate, collaborate and consult with internal and external stakeholders to achieve an integrated and coordinated approach to public transport outcomes.

Key areas of experience include the ability to manage multiple priorities including asset management, procurement and contract management, demonstrated ability to develop and manage large data sets and the ability to solve problems using data and information. Experience in the technical aspects of asset and fleet management would be a distinct advantage.

This position requires a leader with a strong, considered and people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

Eligibility/Other Requirements:

Permanent Resident of Australia

Drivers Licence (C-class) is mandatory

Qualifications or relevant experience in heavy vehicle fleet and asset management, procurement and contract management, project management and related disciplines are highly desirable

Experience in the technical aspects of heavy vehicle fleet and asset management are highly desirable

How to Apply: Applicants should submit a current curriculum vitae, and no more than a two-page pitch addressing the WHAT YOU WILL DO and WHAT YOU REQUIRE sections of the Position Description and details of at least two referees. Selection may be made based on applications and referee reports.

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

Contact Officer: Sarah Taylor-Dayus (02) 6207 4593 Sarah.Taylor-Dayus@act.gov.au

City Services

Roads ACT

Road Maintenance

Assistant Director Dams and Hydrology

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 14686)

Gazetted: 23 June 2022

Closing Date: 11 July 2022

Details: Roads ACT is seeking a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development.

Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

Within Roads ACT, Road Maintenance (RM) undertakes a diverse range of maintenance work on various ACT assets. These include roads and pavements, bridges, cycle paths, footpaths, car parks, signage, roadside furniture, street lighting, street sweeping, dams and the stormwater drainage network.

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:

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

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

Permanent resident of Australia.

Driver's licence (C-Class) is essential.

Tertiary qualifications in civil engineering and/or related technical disciplines is highly desirable.

Relevant dams industry experience is highly desirable.

Procurement, project management/contract management skills are highly desirable.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

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

How to Apply: Applicants are asked to submit the following;

A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached position description.

A current curriculum vitae

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Johann Pereira 0466 713 095 johann.pereira@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.

Transport Canberra

Domestic Animal Services

Domestic Animal Services

Kennel Hand

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 47090, several)

Gazetted: 23 June 2022

Closing Date: 11 July 2022

Details: Domestic Animal Services (DAS) administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership.

As a Kennel Hand you will be part of a small team, based at the Mugga Lane Animal Shelter in Symonston and will be responsible for the day to day welfare and health of the animals held within the DAS facility. This will involve cleaning the facility, conducting health checks, feeding and administering medication, attending to minor wounds and abrasions, exercise and preparing enrichment activities.

Transport Canberra and City Services (TCCS) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/Other Requirements:

Animal Husbandry/Handling experience is desirable specifically dog handling.

Current non restricted driver's licence.

Working with vulnerable people card and or willingness to obtain.

Be willing to participate in a seven day roster.

Wear a uniform and comply with the use of personal protective equipment.

Undertake office based duties and operational field based duties.

Be physically able to walk 2km at a brisk pace without resting.

Have no manual handling restriction that would prevent safe physical exertion, i.e push, pull, bend and lift (>10kg).

Notes: There are several positions available. This is a temporary position available for six months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two to three-page application addressing the Selection Criteria providing examples demonstrating your suitability and experience for this position. You can find the Selection Criteria in the 'What you require' section of the Position Description. You will also need to provide a current Curriculum Vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eva Cawthorne (02) 6207 5181 Eva.Cawthorne@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.

APPOINTMENTS

ACT Health

Senior Officer Grade B \$135,355 - \$152,377

Tania Dufty, Section 68(1), 27 June 2022

Canberra Health Services

Registered Nurse Level 1 \$72,698 - \$97,112

Erin Barker, Section 68(1), 30 June 2022

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Kay Blemings, Section 68(1), 27 June 2022

Infrastructure Officer 2 \$90,210 - \$103,785

Frank Ciampa, Section 68(1), 27 June 2022

Technical Officer Level 1 \$62,599 - \$65,631

Bradley Crowe, Section 68(1), 27 June 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Pamela deGroot, Section 68(1), 21 June 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Susan Donnelly, Section 68(1), 28 June 2022

Health Professional Level 2 \$70,679 - \$97,028

Chinn Yun Lim, Section 68(1), 27 June 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Funmilola Owolabi, Section 68(1), 24 June 2022

Health Professional Level 2 \$70,679 - \$97,028

Sarah Purcell, Section 68(1), 22 June 2022

Health Professional Level 2 \$70,679 - \$97,028

Kate Sanderson, Section 68(1), 9 June 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Lara Wynd, Section 68(1), 4 July 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Philip Gaughwin: Section 68(1), 14 June 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Nathan Brown: Section 68(1), 15 June 2020

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Kirsty Dunn: Section 68(1), 22 June 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Yashneel Prasad: Section 68(1), 23 June 22

Chief Minister, Treasury and Economic Development

Senior Officer Grade B \$135,355 - \$152,377

Vanessa Anderson, Section 68(1), 1 August 2022

Community Services

Senior Officer Grade C \$114,928 - \$123,710

Andrew Babington, Section 68(1), 28 June 2022

General Service Officer Level 6 \$62,023 - \$64,843

Kinley Dorji, Section 68(1), 30 June 2022

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Madeleine Hobbs, Section 68(1), 27 June 2022

Education

Senior Officer Grade C \$114,928 - \$123,710

Andrew Hall, Section 68(1), 27 June 2022

Professional Officer Class 2 \$91,315 - \$104,509

Carolyn Smith, Section 68(1), 27 June 2022

Justice and Community Safety

Graduate Paramedic Intern \$76,422 plus penalties

Ella Agapow, Section 68(1), 27 June 2022

Graduate Paramedic Intern \$76,422 plus penalties

Emily Carroll, Section 68(1), 27 June 2022

Graduate Paramedic Intern \$76,422 plus penalties

Kelly Dixon, Section 68(1), 27 June 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Leigh Graham, Section 68(1), 23 June 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Matthew Lyons, Section 68(1), 27 June 2022

Graduate Paramedic Intern \$76,422 plus penalties

Tanya Malili, Section 68(1), 27 June 2022

Senior Officer Grade C \$114,928 - \$123,710

Vanessa McKinley, Section 68(1), 23 June 2022

Graduate Paramedic Intern \$76,422 plus penalties

Ellienoor Pieters, Section 68(1), 27 June 2022

Senior Officer Grade B \$135,355 - \$152,377

Christopher Popple, Section 68(1), 27 June 2022

Graduate Paramedic Intern \$76,422 plus penalties

Jackson Sherwell, Section 68(1), 27 June 2022

Graduate Paramedic Intern \$76,422 plus penalties

Samantha Starke, Section 68(1), 27 June 2022

Graduate Paramedic Intern \$76,422 plus penalties

Taylor West-Taylor, Section 68(1), 27 June 2022

Suburban Land Agency

Infrastructure Officer 5 \$163,315

Melinda Dodson, Section 68(1), 27 June 2022

Transport Canberra and City Services

General Service Officer Level 3/4 \$53,867 - \$58,825

Ismail Hussaini, Section 68(1), 23 June 2022

Infrastructure Officer 3 \$115,193 - \$126,450

Maryam Moradi, Section 68(1), 28 June 2022

General Service Officer Level 5/6 \$59,713 - \$65,718

Jake Petrolati, Section 68(1), 31 May 2022

Capital Linen Service Band 3 \$61,043 - \$67,172

Gurjeet Singh, Section 68(1), 23 June 2022

TRANSFERS

Canberra Health Services

Debbie Fior

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 29099) (Gazetted 29 April 2022)

Annabelle Graham

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 13541) (Gazetted 8 April 2022)

Justice and Community Safety

Barry Feldtmann

From: \$69,433 - \$82,797

Justice and Community Safety

To: Technical Officer Level 1 \$62,599 - \$65,631

Justice and Community Safety, Canberra (PN. 50276) (Gazetted 8 March 2022)

Transport Canberra and City Services

Roger Bone

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services, Canberra (PN. 45599) (Gazetted 3 May 2022)

PROMOTIONS

ACT Health

Digital Solutions Division

Chris Orubuloye

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710
ACT Health, Canberra (PN. 57200) (Gazetted 28 April 2022)

Canberra Health Services

Natalie Chan

From: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)
Canberra Health Services
To: †Health Professional Level 4 \$113,397 - \$122,062
Canberra Health Services, Canberra (PN. 40800) (Gazetted 6 December 2021)

Regina Ginich

From: Registered Nurse Level 3.2 \$130,846
Canberra Health Services
To: †Senior Officer Grade A \$157,201
Canberra Health Services, Canberra (PN. 53719) (Gazetted 13 April 2022)

Alex Hunter

From: Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)
Canberra Health Services
To: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)
Canberra Health Services, Canberra (PN. 48033) (Gazetted 3 December 2021)

Sajeev James

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: †Registered Nurse Level 3.2 \$130,846
Canberra Health Services, Canberra (PN. 36784) (Gazetted 29 April 2022)

Jacqueline Johnstone

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. 22271) (Gazetted 8 April 2022)

Clinical Services

Cancer and Ambulatory Services

Health Centres Management

David Larkin

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: †Registered Nurse Level 3.1 \$115,743 - \$120,506
Canberra Health Services, Canberra (PN. 44366) (Gazetted 28 February 2022)

Canberra Health Services

Vanessa Robinson

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Canberra Health Services
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Canberra Health Services, Canberra (PN. 57273) (Gazetted 3 May 2022)

Chief Minister, Treasury and Economic Development

Treasury

ACT Insurance Authority

Finance

Nirajan Adhikari

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 09723) (Gazetted 4 November 2021)

Access Canberra

Corporate Support and Capability

Skills, Safety and Support

Vittoria Corazzon

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 52584) (Gazetted 26 May 2022)

Workforce Strategy, Business Support and Information Governance

Corporate

Information Management

Rebecca Grame

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 53650) (Gazetted 21 October 2021)

Finance and Budget Group

Budget and Infrastructure Coordination Branch

Budget Coordination Team

Geoff Hodder

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 36180) (Gazetted 24 December 2021)

Access Canberra

Licensing and Registrations

Joshua Kelly

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 49545) (Gazetted 2 May 2022)

Finance Application Support Team (FAST)

Shared Services Finance Services

ACT Property and Shared Services

David Leung

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 57564) (Gazetted 23 May 2022)

Economic Development

Skills Canberra

Skills Policy and Strategy

Genrikh Salata

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 21915) (Gazetted 18 May 2022)

Community Services

Family Safety

Family Safety Team

Sophie McGlynn

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 38078) (Gazetted 27 July 2021)

Family Safety

Family Safety Team

Narelle Tafe

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 54044) (Gazetted 25 November 2021)

Education

School Improvement and Performance

South Weston

Red Hill Primary School

Sandra Porter

From: School Assistant 2 \$51,548 - \$56,919

Education

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Education, Canberra (PN. 35946) (Gazetted 19 April 2022)

Justice and Community Safety

Emergency Services Agency

Emergency Communications Centre

Brodie Carnegie

From: School Assistant 3 \$58,404 - \$62,857

Education

To: †Technical Officer Level 1 \$62,599 - \$65,631

Justice and Community Safety, Canberra (PN. 50275) (Gazetted 8 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.

Parliamentary Counsel

Skye Ferson

From: Government Solicitor 1 \$80,822 - \$121,026

Justice and Community Safety

To: †Assistant Parliamentary Counsel 1 \$70,680 - \$142,352

Justice and Community Safety, Canberra (PN. 43783) (Gazetted 26 July 2021)

ACT Corrective Services

Offender Reintegration

AMC Case Management Unit

Carly Hayes

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 46143) (Gazetted 30 March 2022)

ACT Corrective Services

Custodial Operations

AMC Executive Support Team

Maddyson Watson

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety, Canberra (PN. 28287) (Gazetted 7 April 2022)

Transport Canberra and City Services

City Services

Roads ACT

Road Maintenance

Joshua Buckingham

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services, Canberra (PN. 56620) (Gazetted 22 February 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

Development Coordination Branch

Major Projects Support

Jerome Catbagan

From: Infrastructure Officer 5 \$163,315

Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 3 \$200,140

Transport Canberra and City Services, Canberra (PN. 35491) (Gazetted 27 April 2022)

City Services

Roads ACT

Road Maintenance

Graeme Roughton

From: General Service Officer Level 5/6 59,713 - 65,718

Transport Canberra and City Services

To: †Infrastructure Officer 1 \$75,792 - \$89,551

Transport Canberra and City Services, Canberra (PN. 16428) (Gazetted 22 February 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Worksafe ACT

WorkSafe ACT

Workers Compensation

Labour Hire Licence

Amanda Sibree

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 57950) (Gazetted 20 April 2022)

WorkSafe ACT

Labour Hire Licence

Victoria Vanzella

From: Regulatory Inspector 5 (WorkCover Officer 5) 84,749 - \$89,705

Worksafe ACT

To: †Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 56996) (Gazetted 20 April 2022)