



ACT Government Gazette
Gazetted Notices for the week beginning 28 July 2022

VACANCIES

ACT Executive

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

Office Manager

Adviser Level 1 (lower) \$72,115 - \$75,701 , Canberra (PN: 49773)

Gazette Date: 28 July 2022

Closing Date: 11 August 2022

Details: Shane Rattenbury MLA, Member for Kurrajong, ACT Greens Leader, Attorney-General, Minister for Water, Energy and Emissions Reduction, Minister for Gaming, Minister for Consumer Affairs, is seeking an Office Manager for his Assembly office.

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

Eligibility/Other Requirements:

The successful candidate will:

- Provide high level administrative support to the Minister and office staff
- Provide first point of contact for office, including for telephone enquiries and to meet and greet visitors
- Assist in running of the office including managing and responding to enquiries, emails and correspondence as required
- Manage, co-ordinate and negotiate the Minister's diary scheduling
- Coordinate and manage a range of office processes with limited supervision
- Liaise with constituents, MLAs' and Ministers' offices, and other stakeholders
- Support the Minister to fulfil electorate responsibilities
- Coordinate the Minister's event and travel arrangements and coordinate travel arrangements for other staff as required
- Apply a demonstrated commitment, or willingness, to implement ACT Greens principles and policies around ecological sustainability, social justice, peace and non-violence and grassroots participatory democracy
- Other duties as directed.

How to Apply: Applications should include a curriculum vitae; a one-page cover letter that addresses the Selection Criteria and highlights relevant portfolio experience; and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Walls (02) 6205 0005 Fiona.Walls@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>

Executive Branch Manager, Centre for Health and Medical Research

Temporary Vacancy (16 August 2022 to 14 October 2022 with possibility of extension up to 12 weeks)

ACT Health Directorate

Population Health

Position: E1033

(Remuneration equivalent to Executive Level 1.2)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 28 July 2022

ACT Health Directorate is seeking an experienced senior executive with a strong commitment to providing high quality operational direction and management for the Centre for Health and Medical Research Office.

Reporting to the Executive Group Manager Population Health, the Executive Branch Manager has a critical role in the Division by leading strategic development and stewardship of ACT Government health research, collaborating with Clinical Health Services and academic institutions in the conduct and translation of research into practice.

Eligibility/Other Requirements: Applicants with experience in research and clinical governance would be considered highly desirable.

To apply: Interested candidates are requested to submit an EOI of no more than two pages addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Maria Travers via email, maria.travers@act.gov.au by COB 4 August 2022.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$228,661 - \$238,849 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$203,749.

Contact Officer: Maria Travers (02) Number maria.travers@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Office of the Chief Nursing and Midwifery Officer

Administrative Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 54296)

Gazetted: 28 July 2022

Closing Date: 11 August 2022

Details: Enthusiastic, organised and administration extraordinaire – stop here – 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.

The role is busy and fast-paced, but we like to enjoy ourselves at the same time. The main focus of the role is to provide administration, secretariat, project and event support.

This position is suitable to individuals looking to advance their career and gain hands-on experience in a thriving and supportive environment.

The Office is located in Bowes Street, Woden although at the moment we are also working from home.

Notes: This is a temporary position for 3 available immediately until November 2023 with the possibility of extension and/or permanency subject to funding approvals.

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.

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 two-page written response 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 via the Apply Now button below.

Contact Officer: Catherine McGrory (02) 512 46296 Catherine.McGrory@act.gov.au

Policy, Partnerships and Programs

PPP Executive Branch

Aboriginal and Torres Strait Islander Health Partnerships

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 24126)

Gazetted: 28 July 2022

Closing Date: 22 August 2022

Details: Are you task focused with a passion for improving Aboriginal and Torres Strait Islander health and wellbeing? Then we want to hear from you.

The Aboriginal and Torres Strait Islander Health Partnerships Team is seeking to recruit a motivated and experienced Policy Officer who can be part of a dynamic team, and able to make a significant contribution to improving the health and wellbeing outcomes for Aboriginal and Torres Strait Islander people.

The Policy Officer is responsible for preparing documentation, coordinating and contributing to administrative activities, and planning and implementation of policy and project initiatives.

To be successful, the Policy Officer must have:

Proven time management and organisational skills with the ability to multitask and work under pressure with minimal supervision.

Excellent written skills with experience in developing quality, detailed documentation and providing secretariat support.

Excellent communication skills interacting with diverse range of key stakeholders to assist in policy project delivery.

Strong problem-solving skills to resolve issues as they arise as well as foresee potential project obstacles and take action to prevent these drawbacks.

An understanding of Aboriginal and Torres Strait Islander cultures and the complex social policy issues, affecting Aboriginal and Torres Strait Islander Peoples.

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:

Undergo a pre-employment National Police Check

Desirable

Whilst not mandatory, experience in similar roles or relevant fields or suitable qualifications will be highly regarded.

Personal Attributes

Strong organisational and prioritisation skills.

Strong interpersonal and communication skills.

Excellent writing skills.

Willingness to learn through team and work experiences.

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

How to Apply: Please submit a response of no more than two pages outlining how your qualifications and experience demonstrate your skills, knowledge and behavioural capabilities against 'what you will do' in the Position Description.

Please include your current curriculum vitae, and the 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: Kathryn Potter (02) 5124 6829 Kathryn.Potter@act.gov.au

Health System Planning and Evaluation

Executive Branch Manager, Health System Planning and Development

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E845)

Gazetted: 29 July 2022

Closing Date: 16 August 2022

Details: Pursue your dream job in a world-class city that suits your lifestyle.

Our work in the ACT Public Service directly serves the needs of the Canberra community and when you work with us you will see the impact that we have on the lives of Canberrans every day.

The ACT Public Service is an inclusive and welcoming employer. We're big enough to give you career variety but small enough that you'll get to know your colleagues.

ACT Health Directorate (ACTHD) will consider flexible working conditions.

The position of Executive Branch Manager, Health System Planning and Development, shapes strategic thinking around, and is responsible for providing expert technical and policy advice and leading and directing delivery of the following Territory-wide priorities including:

Health service planning, including development, implementation and evaluation of plans;

Operation of the Ngunnawal Bush Healing Farm;

Coordination of processes for commissioning health services provided by organisations in the community, and management of associated contracts and grants;

Project support;

Non-Government Organisation Leadership Group secretariat; and

Play a key leadership role in the Health System Planning and Evaluation Division.

In this role you will lead the provision of technical and strategic policy advice on service planning and development for an accessible, accountable and sustainable public health system in the ACT.

To do this you will build and maintain strategic relationships and work collaboratively within the Directorate and across Government, to provide strategic evidence-based advice and logical, practical and well balanced resolutions to challenges to all levels of ACT Government.

You will build on, establish and sustain effective working relationships with senior clinicians, health service providers and policy professionals, tertiary education organisations and other key stakeholders in the ACT and other jurisdictions and work in partnership with the community health service sector, including NGOs, consumers and other stakeholders.

You will represent ACT Health Directorate at a range of senior government, national and non-government forums.

The role requires capacity to build strong relationships, meet Government and ACT Health priorities, deal with complex matters within tight deadlines, and have a strong commitment to providing high quality and sustainable population health services and programs in accordance with the ACT Public Service values.

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

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

How to Apply: Provide your curriculum vitae, a two page application aligned to the position's Executive Capabilities that addresses why you are the best person for this role, plus the contact details for two referees.

Applications should be submitted via the Apply Now button below.

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

Corporate and Governance

People Strategy and Culture

People Strategy

Senior Director, People Support Services

Senior Officer Grade A \$157,201, Canberra (PN: 14497)

Gazetted: 03 August 2022

Closing Date: 17 August 2022

Details: The Senior Director, People Support Services will lead a team that delivers HR support across the ACT Health Directorate (ACTHD). This includes the delivery of operational HR support, the development and implementation of a range people and workforce initiatives and strategies to build an environment where our workforce feel safe to enquire and seek support to resolve concerns. This is a critical role required to lead both strategic and operational initiatives that will have a positive influence on the culture for the ACTHD.

The successful candidate must be flexible in thinking, adaptable, and responsive to changes in priorities. This also includes promoting and managing key strategic relationships within the broader ACTPS and across the ACT Public Health System to achieve organisational goals. This position provides leadership, mentoring, coaching, clear direction, and management to a diverse team. The successful candidate will have demonstrated experience in leading a team in the delivery of complex work programs including the ability to provide advice that influences strategic direction.

This position has significant engagement with the ACTHD Executive team. The ideal candidate will demonstrate sensitivity, have an adaptive leadership style, be reflective and flexible in their approach, and be prepared to work in partnership with business areas to understand and resolve complex HR matters.

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/Requirements

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

Demonstrated experience in leading and managing a team to deliver high quality and timely outcomes.

Notes: This is a temporary position available immediately until the 24th of February 2023 with the possibility of extension up to 12 months and/or permanency.

Selection may be based on application and referee reports only.

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

How to Apply: Please submit a response (no more than two pages) to the 'What You Require' section of the Position Description, outlining your relevant skills, knowledge and experience along with your current curriculum vitae and contact details of two referees (one must be current or recent supervisor).

Applications should be submitted via the Apply Now button below.

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

Mental Health and Suicide Prevention

Office for Mental Health and Wellbeing

Aboriginal and Torres Strait Islander Suicide Prevention Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 26947)

Gazetted: 02 August 2022

Closing Date: 16 August 2022

Details: The Aboriginal and Torres Strait Islander Suicide Prevention Officer role sits within the Office for Mental Health and Wellbeing. The position is focused on contributing to suicide prevention policy development and projects that work towards reducing the incidence of suicide amongst Aboriginal and Torres Strait Islander peoples, through a range of health and wellbeing initiatives, collaborative partnerships, and relationship management.

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/Requirements

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

Notes: This is a temporary position available immediately until the 28th of October 2022, with the possibility of extension up to six months.

Selection may be based on written application and referee reports only.

This position is available to ACT Government officers and employees only.

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

Applications should be submitted directly to the Contact Officer.

Contact Officer: Gabrielle Mulcahy (02) 512 44642 Gabrielle.Mulcahy@act.gov.au

Population Health

Health Protection Service

Communicable Disease Control

Director Immunisation

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 23706)

Gazetted: 01 August 2022

Closing Date: 15 August 2022

Details: ACT Health Protection Service has a permanent vacancy for the Director Immunisation position. This position is part of the Communicable Disease Control (CDC) section and is responsible for the provision of

leadership and overall management of the Immunisation Unit. They liaise and collaborate with other areas within HPS, immunisation providers and form part of the management team within CDC. The Director provides strategic management and implementation of the ACT immunisation programs including management of unit activities, reporting, staff and financial resources as well as liaison with the Australian Department of Health on immunisation matters. They report to the Senior Director CDC.

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

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

How to apply: Please provide an up-to-date curriculum vitae, the names of two professional referees and your responses to the professional/technical skills and knowledge and behavioural capabilities not exceeding four pages.

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

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

Policy, Partnerships and Programs

PPP Executive Branch

Aboriginal and Torres Strait Islander Health Partnerships

Senior Policy Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57612, several)

Gazetted: 01 August 2022

Closing Date: 25 August 2022

Details: Are you task focused with a passion for improving Aboriginal and Torres Strait Islander health and wellbeing? Then we want to hear from you!

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 Aboriginal and Torres Strait Islander Canberra community.

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

We are seeking to recruit two value-based, motivated, and experienced Assistant Directors that can follow the lead of and negotiate with the Director and Senior Director and make a significant contribution to improving the health and wellbeing outcomes for Aboriginal and Torres Strait Islander Peoples.

This involves contributing to the management and coordination of policies, Cabinet, ACT Legislative Assembly, Ministerial briefings, Directorate coordination and other related issues impacting on the health and wellbeing of Aboriginal and Torres Strait Islander people in the ACT. The team will be responsible for ensuring coherent, timely, high-quality advice, briefing and information to Ministers, the Director-General, Directorate executives and other internal and external stakeholders as required across the range of ACT Health policy and program delivery.

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: Whilst not mandatory, experience in similar roles or relevant fields or suitable qualifications will be highly regarded. You will be required to undergo a pre-employment National Police Check.

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

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 Selection Criteria of the Position Description, your curriculum vitae and contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Kathryn Potter (02) 5124 6829 Kathryn.Potter@act.gov.au

Corporate and Governance
Governance and Risk
Governance and Compliance
Governance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46512)

Gazetted: 29 July 2022

Closing Date: 12 August 2022

Details: ACT Health Directorate is looking for a motivated individual with a commitment to continuous improvement and effective governance. As a valued member of the team, the successful applicant will support the development and management of compliance and governance systems for the Directorate.

This will include maintenance of governance systems and registers, building and maintaining positive professional relationships across the Directorate, maintaining Intranet sites and associated key support resources and providing operational support to the Executive Branch Manager. There may also be opportunities to contribute to the broader governance responsibilities of the Branch (including risk and audit related activities).

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/Requirements

Notes: This is a temporary position available immediately until 22 February 2023 with the possibility of extension and/or permanency.

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

Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to provide a two-page written response addressing each of the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description having regard for the role duties.

Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees, one of which is your current manager. Referees will not be contacted without your prior approval.

Applications should be submitted via the Apply Now button below.

Contact Officer: Attie Eppelstun (02) 5124 2442 Attie.Eppelstun@act.gov.au

Covid

COVID-19 Response Executive Lead

Senior Specialist \$254,198, Canberra (PN: 53094)

Gazetted: 29 July 2022

Closing Date: 12 August 2022

Details: The ACT Health Directorate is seeking an experienced Senior Specialist, with executive management experience to contribute to strategic planning and decisions associated with the pathway to 'COVID normal'. The occupant must have the ability to influence and lead the implementation and operationalisation of this strategy. We are looking for a collaborative leader who can deliver outcomes, with the ability to work with Government and non-Government stakeholders to deliver outcomes.

A strong understanding of the strategic criticality of effective systems for governance, financial and human resource management and risk management will also be required. Working within a matrix structure, the COVID-19 Response Executive Lead will deliver the public health response to the pandemic. This role will have strategic oversight of the Public Health Operations, Policy and Support, Communications and Compliance sections, ensuring close collaboration across the entire Branch and ACT Government more broadly.

Eligibility/Other Requirements:

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

Be granted with their Scope of Clinical

Undergo a pre-employment Police check.

Note: This is a temporary position available immediately up until 30 June 2023.

How to Apply: When considering applicants, Selection Advisory Panels will seek evidence of performance against each of the criteria. Selection panels may use a range of methods to identify work outcomes, capabilities and behaviours that demonstrate high performance.

It is therefore in the interests of candidates to present their 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 note that it is not necessary to address the capabilities and behaviours individually).

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura McNeill (02) 5124 9605 Laura.McNeill@act.gov.au

Population Health Division

Health Protection Service

Pharmaceutical Services Section

Project Officer, Canberra Script project

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 51620)

Gazetted: 29 July 2022

Closing Date: 5 August 2022

Details: The Pharmaceutical Services Section (PSS) is responsible for promoting the safe use of medicines in the ACT community and is responsible for regulating controlled medicines prescribing and supply in the ACT. PSS does this in the interest of minimising the risks associated with their abuse, misuse and diversion.

ACT Health has been working with Commonwealth Department of Health in delivering the national real time prescription monitoring system in the ACT, called Canberra Script to assist prescribers (including medical practitioners and nurse practitioners) and pharmacists when they prescribe or dispense monitored medicines for consumers.

We are looking for individuals who are team players, strong communicators and can build and maintain a professional relationship with internal and external stakeholders. This is a fast-paced role that will suit people who are comfortable with implementing change in medical community.

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

Eligibility/Other Requirements: Desirable: Knowledge and experience with health care or government business systems. Qualifications in Pharmacy Information systems or a related discipline are desirable. Knowledge and experience working within a government regulatory or business unit. Knowledge of the ACT Controlled Medicines Prescribing Standards. Prior to commencement successful candidates may be required to undergo a pre-employment National Police check.

Notes: This is a temporary project position available immediately for one year with the possibility of further extension, subject to the project budget and resourcing requirements at that time. 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 interested in joining this exciting team, you can apply by providing a written statement of no more than three pages addressing the key selection criteria in the position description, plus a curriculum vitae including the contact details for two referees, one being your current supervisor.

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

Contact Officer: Mithun Alexander (02) 5124 9085 Mithun.Alexander@act.gov.au

Calvary Public Hospital Bruce

Senior Physiotherapist

Full-time Permanent

Closes: 14 August 2022

Classification: Health Professional level 3

Salary: \$99,819 - \$110,398 plus superannuation

Position No: 501646

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazetted date): 28 July 2022

Contact Officer: Marie Coulombe on marie-michelle.coulombe@calvary-act.com.au or (02) 6201 6190

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 501646

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

Contact Officer: Marie Coulombe (02) 6201 6190 marie-michelle.coulombe@calvary-act.com.au

Registered Nurse

Full-time Permanent

Closes: 07 August 2022

Classification: Registered Nurse Level 1

Salary: \$72,698 - \$97,112 plus superannuation

Position No: LP7257

Directorate: [Calvary Health Care ACT \(Public\)](#)

Advertised (Gazettal date): 28 July 2022

Contact Officer: Carmel Ronning on Carmel.Ronning@Calvary-act.com.au

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 501595

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

Contact Officer: Carmel Ronning Carmel.Ronning@Calvary-act.com.au

Surgical Registrar

Full-time Temporary

Closes: 22 August 2022

Classification: Registrar

Salary: \$112,917 - \$141,084 plus superannuation

Position No: LP6691

Directorate: [Calvary Health Care ACT \(Public\)](#)

Advertised (Gazettal date): 28 July 2022

Contact Officer: Miffany Callan on Miffany.callan@calvary-act.com.au or 62016798

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 501529

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

Contact Officer: Miffany Callan 62016798 Miffany.callan@calvary-act.com.au

Senior Surgical Registrar

Full-time Temporary

Closes: 22 August 2022

Classification: Senior Registrar

Salary: \$158,634 plus superannuation

Position No: LP7625

Directorate: [Calvary Health Care ACT \(Public\)](#)

Advertised (Gazettal date): 28 July 2022

Contact Officer: Miffany Callan on Miffany.callan@calvary-act.com.au or (02) 6201 6798

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 501522

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

Contact Officer: Miffany Callan (02) 6201 6798 Miffany.callan@calvary-act.com.au

LP7257, Registered

Calvary Public Hospital Bruce

Position Title Registered Nurse

Classification Registered Nurse level 1 \$72,698 - \$97,112, Canberra

Gazette Date: 28 July 2022

Closing Date: 7 August 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 501595

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

Contact Officer: Carmel Ronning Carmel.Ronning@Calvary-act.com.au

LP9504, Human Resources

Calvary Public Hospital Bruce

Position Title Human Resources Business Partner

Classification Senior Officer C \$ 114,928 - \$123,710, Canberra

Gazette Date: 28 July 2022

Closing Date: 31 July 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: :500023

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

Contact Officer: Violet Taylor Violet.Taylor@calvary-act.com.au

Senior Physiotherapist

Full-time Permanent

Closes: 14 August 2022

Classification: Health Professional level 3

Salary: \$99,819 - \$110,398 plus superannuation

Position No: 501646

Directorate: [Calvary Health Care ACT \(Public\)](#)

Advertised (Gazetted date): 28 July 2022

Contact Officer: Marie Coulombe on marie-michelle.coulombe@calvary-act.com.au or (02) 6201 6190

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 501646

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

Contact Officer: Marie Coulombe (02) 6201 6190 marie-michelle.coulombe@calvary-act.com.au

Emergency Department Physiotherapist

Full-time Temporary

Closes: 14 August 2022

Classification: Health Professional Level 3

Salary: \$99,819 - \$110,398 plus superannuation

Position No: LP7039

Directorate: [Calvary Health Care ACT \(Public\)](#)

Advertised (Gazetted date): 28 July 2022

Contact Officer: Claire Edwards on claire.edwards@calvary-act.com.au or (02) 6201 6190

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 501468

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

Contact Officer: Claire Edwards (02) 6201 6190 claire.edwards@calvary-act.com.au

General Medicine Physician with Sub Specialty Interest

Part-time Permanent

Closes: 22 August 2022

Classification: Specialist

Position No: 602000

Directorate: Calvary Health Care ACT (Public)
Advertised (Gazettal date): 28 July 2022
Contact Officer: Dr Tony Kwan on Tony.Kwan@calvary-act.com.au
Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>
Reference Number: 501585
Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>
Contact Officer: Dr Tony Kwan Tony.Kwan@calvary-act.com.au

Director Critical Care Division

Full-time Permanent

Closes: 31 July 2022

Position No: 501660

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 28 July 2022

Closing Date: 31 July 2022

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

Reference Number: 501646

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

Contact Officer: Robin Haberecht robin.haberecht@calvary-act.com.au

Director Medical Division

Position No: 501660

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 28 July 2022

Closing Date: 31 July 2022

Reference Number: 501661

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

Contact Officer: Robin Haberecht robin.haberecht@calvary-act.com.au

Director Mental Health Division

Position No: 501660

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 28 July 2022

Closing Date: 31 July 2022

Reference Number: 501664

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

Contact Officer: Robin Haberecht robin.haberecht@calvary-act.com.au

Director Palliative Primary Division

Position No: 501660

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 28 July 2022

Closing Date: 31 July 2022

Reference Number: 501663

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

Contact Officer: Robin Haberecht robin.haberecht@calvary-act.com.au

Director Surgical Services Division

Position No: 501660

Directorate: Calvary Health Care ACT (Public)

Advertised (Gazettal date): 28 July 2022

Closing Date: 31 July 2022

Reference Number: 501665

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

Contact Officer: Robin Haberecht robin.haberecht@calvary-act.com.au

Canberra Health Services

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

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

Executive Director, Nursing and Midwifery and Patient Support Services

Temporary Vacancy (asap – four weeks with possibility of extension up to six months)

Canberra Health Services

Nursing and Midwifery and Patient Support Services

Position: E874

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 28 July 2022

Expressions of Interest are sought for the position of Executive Director, Nursing and Midwifery and Patient Support Services at Canberra Health Services to backfill for a period of one month with the possibility of extension. Reporting to the Chief Executive Officer, the Executive Director, Nursing and Midwifery and Patient Support Services is responsible for consulting and partnering with the Executive Directors of clinical services on nursing and midwifery issues, making decisions on across-the-board approaches and plays a central role in championing an exciting transformational agenda in Canberra Health Services which will bring exceptional and innovative health outcomes to our diverse community, and set new standards and models of healthcare in Australia.

It is expected that the Executive Director will have a unique understanding of the responsibilities and accountabilities of this role and provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex high level team.

To apply: Interested candidates are requested to submit an application addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees to Dave Pepper via email, CEOHealth@act.gov.au by COB 4 August 2022.

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.

Contact Officer: Dave Pepper (02) 5124 4700 CEOHealth@act.gov.au

Cancer and Ambulatory Services

COVID Vaccination and Testing

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 52392-024PE)

Gazetted: 02 August 2022

Closing Date: 16 August 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

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 COVID 19 Testing and Vaccination Services are a part of the CHS COVID 19 response which includes COVID 19 Vaccination, testing, Hotel Quarantine in reach, Respiratory Assessment Clinics and Medihotel services.

COVID 19 Vaccination: Registered Nurses work within a multidisciplinary team to provide a dynamic and expanding vaccination service.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. There are multiple testing centres, including both drive through and in centre, and the staff work flexibly across all sites.

The Covid Vaccination Services, Clinical Nurse Consultant (CNC) is responsible for the day to day operations of the COVID Vaccination sites including patient flow,

allocation of staff, staff training, quality and safety, staff performance and stock and vaccine management. This role will also be responsible for the HR management and rostering of staff in conjunction with the ADON. This role works Clinical Nurse Consultant Assistant Director of Nursing in a team with the COVID testing CNC's and may work at the testing sites when required.

The COVID Vaccination and Testing centres operate 7 days a week and have varying shift times. The CNC role is Monday-Friday.

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

Good Leadership skills

Ability to communicate well with all stakeholders

Ability to prioritise and respond to a dynamic workplace and situation

Position Requirements/Qualifications:

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

To hold or be working towards an Immunisation Certificate (to be completed within one month of commencement)

Desirable:

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

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position for three months with possibility of extension or permanency

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

Contact Officer: Jessie Holberton 0466338771 Jessie.Holberton@act.gov.au

Acute Allied Health Services and Rehabilitation, Aged and Community Services

Occupational Therapy

Occupational Therapist - New Graduate - Commencing January 2023

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 32186, several - 024PN)

Gazetted: 02 August 2022

Closing Date: 18 August 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

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

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

CHS Occupational Therapists provide exceptional care through the delivery of high quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the

community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University of Canberra Hospital, consumers' homes and a variety of community health services located at various sites within the ACT.

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

Exciting opportunities exist for new graduate Occupational Therapist(s) to join CHS Occupational Therapy services; in the Acute Allied Health Services and Rehabilitation, Aged and Community Services divisions of CHS. The successful applicant(s) will be employed as a Health Professional Level 1 for 12 months in this/these positions to maximise clinical and professional skills growth and development. Each new graduate will be afforded opportunities to rotate within each division to enhance learning and experience, access to professional development support, high levels of clinical supervision, and support from wider occupational therapy teams, clinical educators and the occupational therapy professional group.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with high degree of initiative.

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

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

A willingness to actively engage in a team environment

Position Requirements/Qualifications:

- Tertiary qualifications (or equivalent) in Occupational Therapy
- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA),
- Hold a current driver's licence.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: These are Temporary positions commencing January 2023 for 12 months with the possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

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

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

Cancer and Ambulatory Support

Palliative Care Services

Palliative Care Consult Liaison

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 57041 - 024NS)

Gazetted: 02 August 2022

Closing Date: 16 August 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

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 Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department.

The Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The role of Palliative Care Nurse is a Registered Nurse Level 2 position. The position reports to the Palliative Care Clinical Nurse Consultant and is an integral member of the specialist team. The position is a critical reference point for patients and families with complex nursing, medical and psychosocial needs relating to their overall diagnosis, treatment or adjusting to a new palliative care diagnosis.

The role also provides support and education for staff across diverse professional background and as such is a highly experienced professional.

Working closely with other disciplines in all wards in Canberra Hospital, the role provides leadership in nursing care of patients and their families or carers along with direct care of complex patients. Services include facilitation of access to resources, responding to crisis and leadership in palliative care conversations.

ABOUT YOU

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Behavioural Capabilities

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

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- ability to prioritise workloads
- Well developed negotiation skills

Position Requirements/Qualifications:

Mandatory:

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

Highly Desirable:

- At least 3 years post graduate experience in working with people with life limiting illnesses and/or post graduate education in palliative care
- 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: Erin Wells 0466322676 Erin.Wells@act.gov.au

Cancer and Ambulatory Services

COVID Vaccination and Testing

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 51037 - 024PT)

Gazetted: 02 August 2022

Closing Date: 16 August 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

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The COVID 19 Testing and Vaccination Services are a part of the CHS COVID 19 response which includes COVID 19 Vaccination, testing, Hotel Quarantine in reach, Respiratory Assessment Clinics and Medihotel services.

COVID 19 Vaccination: Registered Nurses work within a multidisciplinary team to provide a dynamic and expanding vaccination service.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. There are multiple testing centres, including both drive through and in centre, and the staff work flexibly across all sites.

The COVID Testing Clinical Nurse Consultant (CNC) is responsible for the day to day operations of the COVID Testing sites including patient flow, allocation of staff, staff training, quality and safety, staff performance and stock. COVID Testing is a dynamic service which involves regular changes in operations and delivery in order to meet the needs of the community in response to the COVID-19 pandemic. This role will also be responsible for the HR management and rostering of staff.

Flexibility and adaptability are key requirements for this role.

The COVID Vaccination and Testing centres operate 7 days a week and have varying shift times. The CNC role is Monday-Friday.

Please make note of the Mandatory and desirable position requirements listed in the position description.

ABOUT YOU

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Behavioural Capabilities

Good Leadership skills

Ability to communicate well with all stakeholders

Ability to prioritise and respond to a dynamic workplace and situation

Position Requirements/Qualifications:

Mandatory:

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

To hold or be working towards an Immunisation Certificate (to be completed within one month of commencement)

Desirable:

Hold a current driver's license

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

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

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

Selection may be based on written application alone.

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: Jessie Holberton 0466338771 Jessie.Holberton@act.gov.au

Surgery

Canberra Health Services

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 19491 - 024KD)

Gazetted: 02 August 2022

Closing Date: 16 August 2022

Details: Our Vision: creating exceptional health care together

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

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POSITION OVERVIEW

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

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.

Acute Surgical Unit is a 16-bed inpatient unit delivering patient centred care and focus on the management of patients who have had general surgical procedures, abdominal surgeries. Seeking enthusiastic Registered Nurse with acute surgical experience to undertake an exciting role as Clinical Development Nurse of ASU. The successful candidate will have a passion for support, education, and mentoring.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

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

Strong communication and interpersonal skills.

Good leadership skills with the ability to work independently to agreed outcomes.

Position Requirements/Qualifications:

- Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum three year post graduate experience.
- Certificate IV in Training and Assessment 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.

Note: This is a temporary Part-time position available at (32) hours per week with the possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Contact Officer: Divya Seethilal (02) 5124 2364 Divya.Seethilal@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Senior Trade

Senior Building Trade \$83,597 - \$89,398, Canberra (PN: 58182 - 024LK)

Gazetted: 01 August 2022

Closing Date: 18 August 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

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

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

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

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

The Senior Plumber will report to the Facilities Operations Manager and will be responsible for supervision activities of the plumbing workshop, providing direction to workshop trade staff and scheduling of work in accordance with priorities established by the Facilities Operations Manager at the Canberra Hospital.

The Senior Plumber will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

ABOUT YOU

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

Behavioural Capabilities

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

Effective communication skills and the ability to develop and maintain relationships across Canberra Health Services and relevant external stakeholders

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

Position Requirements/Qualifications:

Mandatory

- Trade certificate - Plumber

A minimum of 5 years' experience in their qualified trade

Possession of or eligible to obtain ACT Plumbing licences (if relevant)

Asbestos awareness training

General induction white card

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

Desirable

Minimum 1 year experience in a leadership and management position and/or formal qualifications in leadership and management.

Confined Space training or willingness to participate in an employer-sponsored course within the first 12 months of employment.

Working at Heights training or willingness to participate in an employer-sponsored course within the first 12 months of employment.

- Hold a current drivers' licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Stephen French 0421 876 764 Stephen.French@act.gov.au

Rehabilitation, Aged and Community Service

Nursing

Clinical Care Coordinator- Cognitive Impairment

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 18436 - 024KG)

Gazetted: 01 August 2022

Closing Date: 17 August 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

An exciting opportunity for a dynamic and enthusiastic Registered Nurse (RN) 3.1 in the Geriatric Acute Care of the Elderly wards. RACS is seeking a suitably qualified person who has a passion for working with the elderly to fill this rewarding position.

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 rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centre's and Village Creek Centre in Kambah. ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra commenced operations in July 2018. The new hospital, the University of Canberra Hospital (UCH) is part of the Canberra Health Services network of health facilities designed to meet the needs of our ageing and growing population. The inpatient Rehabilitation units are now located in the University of Canberra Hospital.

This position is an exciting opportunity for a dynamic and enthusiastic Registered Nurse (RN) 3.1 to work in the Geriatric Acute Care of the Elderly units

RACS is seeking a suitably qualified person who has a passion for working with the elderly to fill this rewarding position.

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

Progressive, adaptable, and flexible with ability to successfully introduce change and provide responsive services to meet clients' needs

A strong focus on person centred, exceptional care and a commitment to quality outcomes

Position Requirements/Qualifications:

Relevant: Be registered or eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

A minimum of 3 years' experience working professionally in the Aged Care environment in an education / leadership role is 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 12 months with the possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
 - Obtain a Compliance Certificate from Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases
- Contact Officer: Mercy Lukose 0434674442 Mercy.Lukose@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Carpenter

Building Trade \$76,147 - \$80,536, Canberra (PN: 21188 - 024KP)

Gazetted: 29 July 2022

Closing Date: 16 August 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

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

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

The Carpenter will report to the Carpenter Workshop Senior and will be responsible for planned and reactive maintenance activities in accordance with priorities established by the Workshop Senior and Facilities Operations Manager at the Canberra Hospital.

The Carpenter will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

DUTIES

Under limited direction of the Carpenter Workshop Senior, you will perform the duties as outlined below to the highest standard:

Undertake planned and reactive maintenance relating to building activities including undertake essential repair works and general maintenance activities at the request of Management.

Liaise with the Workshop Senior regarding plant or equipment failures and to request the supply of goods and/or services as necessary.

Undertake fault finding on building related equipment and systems and report findings.

Participate in Facilities Management process improvement activities, and where appropriate recommend the investigation of process improvements related to the work area.

Follow defined WHandS and injury management policies and procedures related to the work being undertaken, in order to ensure their own safety and the safety of others in the workplace.

Ensure and maintain a high level of safety and cleanliness in the Carpenters Workshop.

Complete all report sheets, work orders, log books and test certificates in hard copy or electronic logger as necessary.

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

- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- Effective communication skills and the ability to develop and maintain relationships across Canberra Health Services and relevant external stakeholders
- An organised approach to work, managing competing priorities and attention to detail on work undertaken.

Position Requirements/Qualifications:

Mandatory:

- Trade certificate in carpentry
- Asbestos awareness training
- General induction white card

Highly Desirable:

- Confined Space training or willingness to participate in an employer-sponsored course within the first 12 months of employment.
- Working at Heights training or willingness to participate in an employer-sponsored course within the first 12 months of employment.
- Hold a current drivers' licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Undergo a pre-employment medical examination

Contact Officer: Andrew Oldfield 0421 758 582 Andrew.Oldfield@act.gov.au

Division Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS)

Child and Adolescent Mental Health Services (CAMHS)

Exercise Physiologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 50784-024OF)

Gazetted: 02 August 2022

Closing Date: 16 August 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

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

This role will be based within CAMHS Acute Services, primarily the newly established Day Program. The Day Program offers short term intensive support to adolescents and their families/carers aged between 12- 18 years who have had a recent mental health admission/presentation to The Canberra Hospital.

The Day Program will offer a mixture of group and individual interventions to support the young person and their families/carers during a period of high mental health acuity.

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

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Team work and ability to work collaboratively as part of a multidisciplinary team

Position Requirements/Qualifications:

Mandatory:

Exercise/Sports Science degree (or equivalent) from a recognised tertiary institution

Current accreditation with Exercise and Sports Science Australia (ESSA)

Registration under the ACT Working with Vulnerable People Act 2011

Minimum 12 months paid work experience, post qualification, in a related/relevant organisation/service

Current Drivers Licence.

Desirable:

Experience in working with adolescents with moderate to severe mental health conditions.

Previous experience working in mental health

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

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

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

Undergo a pre-employment National Police Check.

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

The successful candidate will be required to:

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

An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

How to Apply: For more information on this position and how to apply "[click here](#)"

Contact Officer: Allison Vasquez (02) 51246532 Allison.Vasquez@act.gov.au

Cancer and Ambulatory Services

COVID- 19 Vaccination and Testing Centres

Vaccination and Testing Centres

Registered Nurse Level 2 - Covid Testing and Vaccination

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 48862, several-024PA)

Gazetted: 03 August 2022

Closing Date: 17 August 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

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)—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.

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to Clinical Nurse

Co-ordinator/Consultant

Assistant Director of

Nursing

Director of Nursing

recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

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

Canberra Health Services (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 LGBTIQ are particularly encouraged to apply.

The COVID centres provide services for COVID-19 testing and vaccination throughout the Canberra region.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. Staff also work in Hotel Quarantine and Medihotel

COVID Vaccination: Registered Nurses provide vaccinations and pre and post vaccination care.

There are multiple COVID services, including both drive through and in centre, and the staff work flexibly across all sites.

Registered Nurse's (Level 2) provide senior clinical and leadership skills to junior staff, including Registered Nurses, Enrolled Nurses, Undergraduate Student Nurses and Assistant in Nurses.

This role is also required to team lead on weekends and when required on weekdays in the COVID sites which are off-site to the main hospital services. When team leading they work cooperatively with team leaders for security and administration.

Registered Nurses with an interest in working in Vaccination are encouraged to apply. Vaccination clinics operate on both North and South Canberra.

The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

Please note: Due to the varying roles in the COVID centres it is not a requirement to have an immunisation certificate at this time.

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:

- Good, calm leadership skills
- Good communication skills
- Good team working skills
- Be adaptable and flexible to changes

Position Requirements/Qualifications:

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

Note: These positions are open to both New Graduates and experienced Enrolled Nurses.

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)

Desirable:

- Hold a current driver's license
- Holds an Immunisation Certificate

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

Contact Officer: Jessie Holberton 0466 338771 Jessie.Holberton@act.gov.au

Surgery

Surgical Services

Pre-admission Clinic Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 18718-0209)

Gazetted: 29 July 2022

Closing Date: 12 August 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

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

ABOUT YOU

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Behavioural Capabilities

1. Flexibility and Initiative to be able to work effectively within a multidisciplinary team to meet patient's needs.
2. Strong analytical and problem-solving skills
3. Organisational skills with a high degree of motivation

4. High level communication skills with a focus on providing good customer service to people who access the service

Position Requirements/Qualifications:

Relevant Tertiary Nursing qualifications and a minimum of 3 years' experience working professionally in an acute surgical setting is preferred.

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

The successful applicant works Monday-Friday excluding public holidays

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:

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Undergo a pre-employment Police check.
- Reference checks with two professional referees

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

Contact Officer: Nicole Larkin (02) 5124 2601 Nicole.Larkin@act.gov.au

RACS

Social Work

Health Professional Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 54917 - 024NM)

Gazetted: 01 August 2022

Closing Date: 15 August 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

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 Support 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.

Note: This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

ABOUT YOU

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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 Social Work degree qualifications and a minimum of 3 years' experience working professionally in hospital or health is preferred.

Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).

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.

Prior to commencement successful candidates will be required to:

Reference checks

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.

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)

Contact Officer: Natasha Synnott (02) 5124 0075 Natasha.Synnott@act.gov.au

Medicine

Specialist/ Senior Specialist - GDM Endocrinologist

Specialist/ Senior Specialist - GDM Endocrinologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 49559 - 024E7)

Gazetted: 29 July 2022

Closing Date: 16 August 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: [CHS website](#)

Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with

professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

Canberra Health Services Diabetes Service is an interdisciplinary team comprising medical, nursing, and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. The service provides diabetes care and treatment across the continuum for adults, including women during pregnancy, Type 1 and Type 2 diabetes.

The Endocrinology and Diabetes Department is a clinical unit within the Division of Medicine. The unit provides endocrinology and diabetes care to adolescents and young adults, pregnant women and adults in both the ambulatory and acute care settings in the ACT. The unit also provides specialist endocrinology and diabetes care to residents and from regional NSW adjacent to the ACT.

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

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 Diabetes Unit Director, you will:

Provide competent and efficient clinical management of women with hyperglycaemia during pregnancy and pre-conception care to women with diabetes. You may also be asked to contribute to the care of consumers in diabetes and endocrinology outpatient clinics and satellite areas, ward inpatients and consults, and clinical handover.

Participate in the supervision, training and professional development of junior medical staff, as well as providing upskilling and education to the wider interdisciplinary team.

Work effectively and harmoniously with medical and other health service colleagues as part of an inter-disciplinary health care team and communicate effectively with consumers, colleagues and staff as a senior member of the clinical team in delivering patient care.

Contribute to the clinical governance of the Department by undertaking clinical audit, morbidity and mortality review and practicing evidence-based medicine.

5. Conduct, supervise, document and encourage research and/or quality assurance activities.

6. Comply with and implement Workplace Diversity, Occupational Health and Safety and Industrial Democracy principles and practices and display a commitment to CHS values.

7. 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.

Position Requirements/Qualifications:

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

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

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

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:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

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

Contact Officer: Dr Carolyn Petersons (02) 5124 2214 carolyn.petersons@act.gov.au

Clinical Services

Woman

Specialist/ Senior Specialist - Obstetrics and Gynaecology/ Complex Pelvic Pain Service Lead

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 28626 - 0247A)

Gazetted: 29 July 2022

Closing Date: 11 August 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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The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. The Centenary Hospital for Women and Children has more than 3700 births per year and is a level 6 referral centre for high-risk pregnancies for the region. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Fetal Medicine.

We are seeking a candidate with the clinical skills and special interest in leading a complex pelvic pain service, which spans a multidisciplinary outpatient clinic, inpatient consultation, advanced laparoscopic surgery, and procedural pain management modalities.

The successful applicant must have RANZCOG Fellowship and be able to participate in unit activities in both general Obstetrics and Gynaecology, but with a focus on pelvic pain. They must possess excellent communication skills with the ability to interact sensitively and holistically with women experiencing complex pain. They will work in a multidisciplinary team, liaise with various stakeholders and there is significant opportunity for research in this field.

This position will be embedded in the Obstetrics and Gynaecology Unit, with pro-rata on call duties and contribution to inpatient management.

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

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

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

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

DUTIES

Provide clinical expertise in the holistic management of complex pelvic pain and endometriosis.

Build a multidisciplinary complex pelvic pain service that spans outpatient clinics, provide inpatient care for patients admitted under your team, take consultation requests from colleagues, conduct regular teaching ward rounds and provide ward support to the team of registrars and junior medical officers.

Additional clinical commitments include Antenatal Clinics, Caesarean section lists, colposcopy clinics and acute Obstetrics and Gynaecology cover in keeping with service requirements

Participate in the on-call roster for both Obstetrics and Gynaecology at a pro-rata basis according to service requirements

Work in a collaborative partnership with the Medical, Nursing, Allied Health and Administrative Leads to deliver safe, high quality clinical services and contribute to the education and training of all members of the clinical team. Provide leadership and coordination in clinical governance by developing evidence-based guidelines; ensuring high level staff performance; and overseeing quality improvement and risk management activities.

Provide leadership in standards of practice, including professional development, teaching, and training and research and innovation, committee representation and maintain own knowledge through participation in learning and development opportunities.

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.

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 Obstetricians and Gynaecologists (RANZCOG) or equivalent specialist qualifications.

Hold an additional relevant qualification or competency in Advanced Laparoscopic Gynaecological Surgery such as AGES Fellowship or similar experience demonstrating competence in Level 5/6 laparoscopic surgery.

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.

Desirable:

Additional qualifications or experience in complex pain management or procedural pain modalities.

For Senior Specialist we will also expect that you:

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

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

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

11. 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.

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

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

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

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

Undergo a pre-employment Police check.

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

WHAT YOU REQUIRE

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

Proven clinical experience in the practice of advanced laparoscopic surgery, complex pelvic pain management and generalist Obstetrics and Gynaecology skills.

A demonstrated commitment to the maintenance and further development of skills in this area, with involvement in further education, teaching and continuing professional development.

Demonstrated ability to provide leadership, teaching and training for junior staff, and ability to work as a team member in a multidisciplinary environment

Demonstrated understanding of, and commitment to all aspects of clinical governance including conducting and leading research and/or audit in relevant areas of practice.

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

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

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

Safety and Quality: Provide leadership through:

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

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

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

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

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

Contact Officer: A/Prof Boon Lim N/A Boon.Lim@act.gov.au

Women Youth and Children

Paediatrics

Clinical Nurse Manager – Paediatric Day Stay and OPD

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 23971-024HG)

Gazetted: 29 July 2022

Closing Date: 12 August 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

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

An exciting opportunity exists to join the team in the Department of Paediatrics as the Clinical Nurse Manager for Paediatric Outpatients and Day Stay Unit. You will contribute to the strategic direction and clinical governance of the Paediatric Services.

The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community-based sectors. The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric (non tertiary) and neonatology services for the ACT and surrounding regional areas.

The Department of Paediatrics provides general medical and surgical paediatric inpatient and outpatient services including limited subspecialty. Inpatient services include a general paediatric unit, a designated adolescent unit and a high care unit for the care of high acuity patients. Outpatient services include a medical day procedure unit, day surgical unit and outpatient services. The unit is part of the Sydney Children's Hospital Network.

As Clinical Nurse Manager you will be leading an exceptional team of Paediatric nurses in the Paediatric Adolescent ward, who are passionate about striving to improve outcomes for all Paediatric patients and their families.

Reporting to the Assistant Director of Nursing (Paediatrics and Neonatology) the Clinical Nurse Manager will provide nursing leadership and support staff of the Paediatric Outpatient and Day Stay Unit to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers.

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 leadership skills, including capacity to build cohesive high performing teams

Strong organisational skills, including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive.

An ability to work respectfully in partnership with a range of stakeholders including consumers

Resilience and adaptability in a dynamic health environment

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available for five months

How to apply: For more information, please "click here"

Contact Officer: Donna Cleary (02) 51247575 Donna.Cleary@act.gov.au

Surgery

Canberra Health Services

Clinical Development Nurse, Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29950-024NI)

Gazetted: 29 July 2022

Closing Date: 12 August 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

POSITION OVERVIEW

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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.

Ward 10A – General Surgical and Ophthalmology, is a 32-bed inpatient unit delivering patient centred care and focus on the management of patients who have had general surgical procedures, major abdominal surgeries, and stoma care. Ward 10A is also responsible for the safe patient centred care to trauma patients. Ward 10A has a great team of nurses who strive to provide positive outcomes for patients through the utilisation of the Team Nursing model.

Seeking enthusiastic Registered Nurse with general surgical experience to undertake an exciting role as Clinical Development Nurse of Ward 10 A. The successful candidate will have a passion for support, education and mentoring.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

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

Strong communication and interpersonal skills.

Good leadership skills with the ability to work independently to agreed outcomes.

Position Requirements/Qualifications:

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

Minimum three year post graduate experience.

Certificate IV in Training and Assessment 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.

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)

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

Contact Officer: Divya Seethilal (02) 51242364 Divya.Seethilal@act.gov.au

Medicine

Specialist/ Senior Specialist – Renal Specialist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57411 - 024NG)

Gazetted: 01 August 2022

Closing Date: 2 August 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: CHS website

An exciting opportunity exists for an experienced staff specialist to work within a multidisciplinary health team. The CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care.

The Renal staff specialist will be required to provide tertiary renal services (including dialysis and transplantation care) to patients under the governance of the Renal Network at Canberra Health Services and the regional hospitals, dialysis clinics and outpatient clinics across the Renal Network. The position is based at the Canberra Hospital in the ACT and reports to the Director of Renal Services

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

Provide tertiary renal services (including dialysis and transplantation care) to patients under the governance of the Renal Network at Canberra Health Services and the regional hospitals, dialysis clinics and outpatient clinics that it serves. This includes participating in a proportionate on-call roster, inpatient care, face to face and telemedicine outpatient and inpatient consultation services in hospitals, dialysis clinics, GP surgeries and regional renal clinics. Participate in the training and education of junior medical staff (including advanced trainees) and nursing staff in Renal Medicine.

Participate in the academic teaching of the ANU Medical School as required.

Take up clinical governance roles as requested by the Clinical Director and discussed in annual performance management agreements.

Engage constructively in departmental audit and quality improvement processes.

Take an active and positive role in Service Development including the development of Supportive Care within the Renal Network.

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 Royal Australasian College of Physicians (RACP) in Nephrology or equivalent specialist qualifications.

Must hold current driver's licence.

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: This is a part-time temporary position available at 12 hours per week for a period of three months with the possibility of extension. The full-time salary noted above will be paid pro-rata.

Contact Officer: Dr Girish Talaulikar Dr Girish Talaulikar Dr Girish Talaulikar (02) 5124 2821

girish.talaulikar@act.gov.au

Division of Medicine

Operational Support

Administration Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 18274 - 024QE)

Gazetted: 03 August 2022

Closing Date: 17 August 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

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Reporting to the Business Manager, this role will be responsible for leading a team consisting of approximately 20 administration officers across several specialties in the delivery of all frontline operational functions. This role will ensure that Key Performance Indicators are met by all services and Standard Operating Procedures adhered to.

The frontline administration roles are responsible for registration of referrals, booking patient appointments, managing waiting lists as well as tracking billing and revenue. There are also several team members who provide Office Manager/PA support to the Clinical Directors.

The Administration Manager will provide day to day supervision to staff, human resources support including recruitment as well as the ability to extract and report on data relating to Ambulatory Services.

Administration staff are frequently required to communicate with internal and external stakeholders including patients, carers, referrers, medical, nursing and allied health staff.

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
- Ability to lead by example, support others and demonstrate integrity
- Ability to lead change, discover and analyse opportunities for improvement.

Position Requirements/Qualifications:

Relevant experience working in an administrative capacity and/or working towards or holds a certificate in management or customer service or another relevant field is desirable.

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: Jodi Wilson (02) 5124 6798 Jodi.wilson@act.gov.au

Medicine

Emergency Department

Administration Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 20960, several- 024KN)

Gazetted: 29 July 2022

Closing Date: 12 August 2022

Details: POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing and allied health staff.

The Administration Officer is responsible for the administrative activities within the Emergency Department such as patient registration, bed management, discharging patients and the coordination of medical records whilst providing high quality customer service 24 hours a day, 7 days a week.

ABOUT YOU

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Behavioural Capabilities

Provide a high level of administrative support under pressure

Excellent customer service skills

Be a proactive, enthusiastic and strong communicator

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

Position Requirements/Qualifications:

- The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster.

- Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential.

- Knowledge of the Emergency Department Information System (EDIS) is desirable but not essential.

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.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Ashley Young (02) 5124 4115 Ashley.R.Young@act.gov.au

CAS

Nursing and Midwifery

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22384 - 024IG)

Gazetted: 28 July 2022

Closing Date: 15 August 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

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The role encompasses three clinical areas. Radiation Oncology provides radiation therapy to inpatients and outpatients, including Brachytherapy, a Nurse Led Clinic and patients undergoing concurrent radiation and chemotherapy. The Cancer Rapid Assessment Unit has a multidisciplinary team which provides a dedicated point of access for cancer patients who have urgent care needs related to their cancer diagnosis or the treatment they are receiving, as an alternative to attending the emergency department. Level 2 Outpatient Clinics conduct all Medical Oncology, Immunology and Haematology outpatient appointments for patients under the care of Immunologists, Medical Oncologists and Haematologists.

The Clinical Nurse Consultant (CNC) is responsible for the maintenance and upholding standards of nursing care within the Radiation Oncology, Cancer Rapid Assessment Unit and Level 2 Outpatients Unit, including human and financial management. This involves fostering an environment which actively encourages the development of expert nursing skills and professional development within the area, supporting a positive workplace culture and environment.

This position is responsible for driving service innovation and for the development of models of care for enhanced service provision.

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

ABOUT YOU

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Behavioural Capabilities

·Leadership qualities in managing and positively influencing teams, processes and practice improvement.

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

Highly organised and self-motivated.

High-level interpersonal skills.

Position Requirements/Qualifications:

Relevant post graduate qualification (or equivalent) in Radiation Oncology or Medical Oncology Nursing or similar qualifications and a minimum of five years' experience working professionally in cancer services is preferred.

Post graduate qualification in Leadership (or equivalent) and demonstrated experience in successfully leading a team

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

Have an understanding of how the [National 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](#).

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Catherine Young (02)5124 8557 CathyA.Young@act.gov.au

Rehabilitation Aged and Community Services

Ward 11A

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 25734, several - 024LO)

Gazetted: 28 July 2022

Closing Date: 15 August 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

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.

Ward 11A is the acute care of the elderly ward providing specialised care to the elderly, including those with acute complications of advanced dementia.

ABOUT YOU

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Behavioural Capabilities

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

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

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

Position Requirements/Qualifications:

- Relevant tertiary nursing qualifications and a minimum of two years' experience working professionally in an acute geriatric 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 weekend and after-hours work on a rotating roster.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Have an understanding of how the National 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.
- Have post-graduate qualifications in the area of Gerontology.

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)

Contact Officer: Clare Stephenson 0408135203 Clare.Stephenson@act.gov.au

Women Youth and Children

Department of Neonatology

RN L2 Neonatology and Special Care Nursery

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 26872, several - 023XG)

Gazetted: 28 July 2022

Closing Date: 15 August 2022

Details: Our Vision: creating exceptional health care together

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

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit.

The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

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

- The successful applicant will need to be available to work a rotational shift work roster which includes morning, evening, and night duty.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: There are several Permanent and Temporary Full-time and Part-time positions available.

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: Lori Grlj (02) 5124 7333 Lori.grlj@act.gov.au

Finance and Business Intelligence

Clinical Benchmarking and SNAP

Assistant Director Clinical Benchmarking

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58206 - 024MY)

Gazetted: 28 July 2022

Closing Date: 11 August 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

In this job you will be providing quality strategic and operational information and advice to executive and clinical stakeholders, focusing on benchmarking with like services; and safe, effective, and efficient performance. You will be engaging with clinical operational units, coordinating benchmarking activities, and representing the Branch in local and national forums as required. If this sounds exciting then find out more.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

The Clinical Benchmarking team is responsible for providing quality strategic and operational information and advice to corporate and clinical stakeholders, focusing on information related to safe, effective, and efficient performance.

Under broad direction, you will play a key role in analysing information to understand hospital operational performance. You will provide leadership, analysis and advice to senior staff, clinical teams, and managers across Canberra Health Services on clinical operational activity, benchmarked performance, and strategic planning relevant to their area. You will drive liaison with clinical operational units and quality and safety business partners, coordinate benchmarking activities and represent the Branch in local and national forums as required.

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 level of drive

Adaptability and flexibility to accommodate change and be responsive to clients' needs

High level communication skills with a diverse range of clients.

Position Requirements/Qualifications:

Mandatory:

Qualifications in a health-related area with higher knowledge, or extensive health knowledge acquired either through formal studies or work experience.

Desirable:

- Experience in performance analysis and project management methodologies as applied to the health 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.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Lesley Dickens 0421998104 Lesley.Dickens@act.gov.au

Woman, Youth and Children

Maternal and Child Health

MACH Clinical Nurse Manager

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 29111 - 024IH)

Gazetted: 28 July 2022

Closing Date: 15 August 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

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

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families, and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team.

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns, and information and support for parenting. This is the only child and family health service across the ACT.

Under broad direction, this position will provide professional leadership, through clinical expertise, and operational management for a Maternal and Child Health (MACH) team. The successful candidate will draw on knowledge and experience working as a Child and Family Health or MACH Nurse, as well as experience as an operational manager.

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, including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive.

An ability to work respectfully in partnership with a range of stakeholders, while concurrently demonstrating leadership.

A strong commitment to organisation values and vision

Resilience and adaptability in a dynamic health environment

Position Requirements/Qualifications:

Mandatory

- Relevant post graduate qualifications in Child and Family nursing and a minimum of two years' experience working professionally in Maternal and Child Health is required.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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

Desirable

- Additional tertiary qualifications and experience in midwifery, paediatrics or leadership and management are desirable but not essential.
- 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: Sally Haseler (02) 5124 1701 sally.haseler@act.gov.au

Specialist / Senior Specialist – Ophthalmology Specialist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 55198 - 024MW)

Gazetted: 02 August 2022

Closing Date: 25 August 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

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 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 Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

A staff specialist ophthalmologist position is available at Canberra Hospital and Health Services. The position would be suitable for a Canberra based ophthalmologist with postgraduate vitreoretinal surgery training (at least 12 months surgical retina fellowship), and involves providing regular outpatient services, elective and urgent surgery, and contributing to the on-call roster.

The Ophthalmology Department provides tertiary level surgical care to the ACT and region, and the successful applicant is required to demonstrate training, experience, and competence in the management of complex vitreoretinal pathology including trauma, advanced diabetic eye disease and lens surgery requiring a vitreoretinal approach.

The Ophthalmology Department is based at the Canberra Hospital. The Department is staffed by five Staff Specialists and five VMOs who support vitreo-retinal, medical retinal, corneal, glaucoma, neuro-ophthalmic, and emergency ophthalmic services at Canberra hospital, plus general ophthalmology, and cataract surgery at Calvary Hospital and the VMO's rooms. Other medical staff within the Department include two RANZCO-accredited Registrars, two unaccredited Registrar, and a resident (PGY2).

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 you will:

Provide expertise and high-quality Ophthalmic clinical services to in-patients and out-patients and contribute to the on-call requirements of the service.

Actively engage in clinical governance to ensure services are high quality, evidence based, safe and adhere to the National Safety and Quality Health Service Standards. This includes but is not limited to participating in relevant committees and meetings including regular audit meetings, morbidity and mortality meetings.

Take leadership in developing systems and processes necessary for the provision of sub-specialty practice within the hospital, including procurement of required equipment and facilities, and recruitment and training of support staff.

Coordinate and contribute to multidisciplinary education and training, and actively participate in the training and supervision of medical students and medical staff (including interns, resident medical officers and registrars and fellows) within the Department and Division.

Promote and practice research in Ophthalmology and support a research program, either clinical or laboratory based.

Work in a multidisciplinary team to promote a high-quality safe consumer-focused service.

Utilise digital health and health information systems to enable the provision of safe and timely access to services.

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 Ophthalmologists (RANZCO) or equivalent specialist qualifications. Postgraduate vitreoretinal surgery training (at least 12 months surgical retina fellowship), with evidence of high-level clinical performance.

The successful applicant will need to have experience in using digital and information technology systems.

The successful applicant will need to be available for occasional weekend and after-hours work on a rostered basis as per the Head of the department

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

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:

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

11. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
12. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
13. 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.
14. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
15. 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: Part Time/job share available

Contact Officer: Melissa Warylo (02) 5124 0931 melissa.warylo@act.gov.au

Finance and Business Intelligence

Health Information Services

Clinical Forms Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33324-024IM)

Gazetted: 28 July 2022

Closing Date: 11 August 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

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

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

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

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

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

ABOUT YOU

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Behavioural Capabilities

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

Attention to detail

Strong communication skills

Can work effectively within a team environment

Strong problem-solving skills

Position Requirements/Qualifications:

- Undergo a pre-employment National Police Check.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Robyn Lunt (02) 51243331 Robyn.Lunt@act.gov.au

Medicine

Emergency Department

Emergency Department Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 24581, several - 024WO)

Gazetted: 02 August 2022

Closing Date: 18 August 2022

Our Vision: creating exceptional health care together

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

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

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

ABOUT YOU

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Behavioural Capabilities

- Ability to work independently and as part of a multidisciplinary team
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- High level leadership skills
- High level communication skills and the ability to critically think

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

(a) Recent acute nursing and/or Emergency nursing post registration experience.

- The successful applicant will need to be available for a 24-hour roster including 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](#).

Prior to commencement successful candidates will be required to:

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

Note: These are permanent positions, however temporary positions available for 12 months with the possibility of permanency.

Contact Officer: Jennifer Rochow 0478 302 219 jennifer.rochow@act.gov.au

Strategy, Policy and Planning

Business Unit

Strategic Communication and Engagement

Content Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36840-024RO)

Gazetted: 03 August 2022

Closing Date: 17 August 2022

Details: Our Vision: creating exceptional health care together

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

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POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

STRATEGIC COMMUNICATION AND ENGAGEMENT

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

We work hard to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time:

bring an audience-first lens to your work, informed by research, insight and evaluation

work with stakeholders in partnership with a strong client service ethic

enjoy working in a fast-paced environment, be flexible and open to change

be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

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

Displays a collaborative working style.

An ability to work under pressure and meet deadlines.

3. Exhibit the values of Canberra Health Services when you go about your work – kind, reliable, respectful and progressive.

Position Requirements/Qualifications:

Relevant tertiary education qualifications and a minimum of two years' experience working professionally in communications is required.

The successful applicant will need to work flexibly with some after-hours work hours required, with access to flex time.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will

be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Michelle Wells 0407483411 Michelle.Wells@act.gov.au

Haematology Clinical Trials Coordinator

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 33481,several - 024R5)

Gazetted: 03 August 2022

Closing Date: 7 August 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

Position Overview

The Haematology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital.

The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs.

These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants such as the Australasian Leukaemia and Lymphoma Group (ALLG).

The Clinical Trials Coordinators provide key support to, and coordination of clinical research projects undertaken by the Haematology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Haematology.

The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Principal Investigator of Haematology Clinical Trials, the Clinical Haematologists, and the Clinical Trials Manager.

About You

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Behavioural Capabilities

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

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Strong organisational skills with a strong work ethic. Sound written and oral communication skills and works well individually and in a team environment.

Position Requirements/Qualifications:

Be registered or be eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Academic knowledge or practical experience of clinical trials coordination is preferred.

The successful applicant will need to be available for occasional after-hours work. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns 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.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record.

Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment National Police Check. Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (OMU).

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

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

Oncology Clinical Trials Coordinator

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 58242, several - 024R2)

Gazetted: 03 August 2022

Closing Date: 7 August 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

Position Overview. The Medical Oncology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants.

These collaborators include Breast Cancer Trials (BCT), Australian and New Zealand Urogenital and Prostate Cancer (ANZUP), Australasian Gastro-Intestinal Trials Group (AGITG), Australia New Zealand Gynaecological Oncology Group (ANZGOG) and the Australasian Lung cancer Trials Group (ALTG). The Clinical Trials Co-ordinators provide key support to, and coordination of clinical research projects undertaken by the Medical Oncology Clinical Trials Unit at Canberra Hospital.

The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Oncology.

The main responsibilities of the Clinical Trials Coordinator will be to act as “key” person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care.

They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Principal Investigator of Medical Oncology Clinical Trials, the Clinical Medical Oncologists, and the Clinical Trials Manager.

About YouCHS 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

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

Adaptability and flexibility to accommodate change and provide responsive services to meet clients’ needs. Strong organisational skills with a strong work ethic

Sound written and oral communication skills and works well individually and in a team environment.

Position Requirements/Qualifications:

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

Academic knowledge or practical experience of clinical trials coordination is preferred. The successful applicant will need to be available for occasional after-hours work.

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

Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns 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.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record.

Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment National Police Check. Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (OMU).

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

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

Finance and Business Intelligence

Revenue and Financial Services

Cashiers/Private Practice Finance Team Leader

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 01773 - 024OT)

Gazetted: 03 August 2022

Closing Date: 17 August 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

Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service. We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

As part of the Revenue and Hospital Financial Services team this position oversees the functions of the Cashiers office and is responsible for ensuring correct allocations of monies received. This includes the reconciliations of bank accounts and transfers between accounts as required. The role also prepares journals and end of month functions and calculates bonus payments for relevant specialists. The Team Leader reports to the Assistant Director and is responsible for managing a small team.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

High level of data accuracy and integrity skills

Strong communication, negotiation and networking skills

Position Requirements/Qualifications:

Relevant is preferred:

- Experience with hospital patient information systems, receipting, reconciliation and billing systems and a sound understanding of GST in a public health setting would be an advantage
- 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: Michelle Munday (02) 5124 9058 Michelle.Munday@act.gov.au

Deputy CEO

Strategy and Governance

Senior Policy Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 11183 - 024Q8)

Gazetted: 03 August 2022

Closing Date: 17 August 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

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Planning and Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Senior Policy Officer position works as part of a dynamic team to inform, educate and support policy development and governance processes across Canberra Health Services. This will provide you with a unique opportunity to be involved in both strategic and operational policy, contributing directly to safeguarding the high standards of care at CHS and improving the health of our community. This position reports to the Director, Policy, Planning and Government Relations.

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

Effectively communicate with a wide range of stakeholders.

Flexible to accommodate change, with critical thinking and analysis.

Communicate complex matters to a wide range of audiences.

A sense of humour.

Position Requirements/Qualifications:

Desirable:

Knowledge, acquired either through formal studies or work experience in relation to policy governance and development and evidence based medicine as applied to the health setting. Clinical background desirable but not essential

Note: This is a temporary position available for five months

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Jacqui Clissold (02) 5124 5966 Jacqui.clissold@act.gov.au

Rehabilitation Aged and Community Services

Community Care Physiotherapy

Physiotherapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21028 - 024OV)

Gazetted: 03 August 2022

Closing Date: 17 August 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

There is an exciting opportunity for a suitably qualified, senior physiotherapist to join the Rehabilitation, Aged and Community Services (RACS), Community Care Physiotherapy Team. This expected vacancy is temporary to cover maternity leave but there is a possibility of permanency due to other vacancies within the team. This position could be full time or part time, with the possibility of an extension if a temporary appointment is offered. The position involves working from four community health centre locations in Canberra and may include treating patients in their homes. Community Care physiotherapists assess and treat a range of musculoskeletal conditions including muscular strains, joint sprains, arthritic conditions, post operative recovery and spinal conditions. Interventions are provided on an individual basis or in group settings at health centres and patient homes. Treatment may be delivered via telehealth, telephone, or face to face. We are a friendly team with strong supportive links across the Canberra Health Services. Staff meet regularly to share knowledge and foster a positive team culture to strive for continual quality improvement and excellent patient outcomes. Our physiotherapists work alongside other health professionals to deliver patient centred care.

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 CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. Our staff are committed to the delivery of health services that reflect the Canberra Health Service's vision and CHS is committed to supporting staff in their professional journey. RACS services work collaboratively with patients, clients, and individuals, involving their carers and family, as well as other services within and external to ACT Health.

Community Care Physiotherapy services are offered from community health centres across the ACT. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

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 and initiative. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs. Strong interpersonal and communication skills and confidence communicating across a range of media.

Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement.

Position Requirements/Qualifications:

Mandatory

- Degree in Physiotherapy
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current driver's license
- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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 11 months with the possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Judy Stone 0401692520 Contact Officer Number 0401692520 Judy.Stone@act.gov.au

Surgery

Perioperative

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 13650, several- 0246Q)

Gazetted: 29 July 2022

Closing Date: 12 August 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

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 is responsible for delivering inpatient and outpatients surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and Intensive Care Unit.

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

The Extended Day Surgery Unit (EDSU) is a 14 bed unit caring for pre and post-operative DSU and EDSU patients. The DSU patients require a minimal stay before a same day discharge and the EDSU patients require overnight post-operative care. The DoSA unit provides pre-operative assessment and preparation for patients presenting for surgery on the day of admission. Both units are managed and staffed as the one identity and nursing staff are expected to work in both areas.

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

Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

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

Note: There are several full-time temporary positions available for up to 12 months with the possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Sharon Jeffery (02) 51243201 Sharon.Jeffery@act.gov.au

Adult Acute Mental Health Services

Adult Acute Mental Health Inpatient Services

Registered Nurse Level 1 - Future Clinical Leaders Program

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 53896, several - 024M2)

Gazetted: 28 July 2022

Closing Date: 11 August 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

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

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

Adult Acute Mental Health Services (AAMHS)

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Rehabilitation and Specialty Mental Health Services

This position is located within the AAMHS and based within the Adult Mental health Unit.

AAMHS incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU), the Mental Health Unit 12B (12B MHU) and the Consultation Liaison (CL) Team across the Emergency Department and Canberra Hospital.

AMHU is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. 12B MHU is a 10 bed Low Dependency Unit (LDU). At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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

Behavioural Capabilities

Flexible, adaptable and comfortable with changing working environment.

Commitment to achieving positive outcomes

Strong organisational skills with a high degree of personal motivation.

Position Requirements/Qualifications:

Relevant Post graduate qualification in Mental Health Nursing and experience working professionally within acute Mental Health setting is preferred.

- The successful applicant will need to be available to work a rotating shift roster, including night shifts and weekends.
- 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 round of Future Clinical Leaders Program will Commence in January 2023. These are temporary positions available for a period of six months.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Anita Cregan (02) 5124 0295 anita.cregan@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

Finance

Finance

Finance Accountant

Senior Officer (Technical) Grade C \$114,928 - \$123,710, Canberra (PN: 23842)

Gazetted: 28 July 2022

Closing Date: 4 August 2022

Details: CIT is looking to engage a suitably qualified and experienced professional to join the Finance team in delivering key business services for CIT's Colleges and Divisions in the provision of vocational education and training (VET) services.

To be successful in the Financial Accountant role, candidates must be able to demonstrate a high level of business acumen and technical competency in finance, accounting and business management generally. In this role, collaboration, innovation and client service are the cornerstones to delivering optimal client outcomes.

Essential requirements for this role include:

Prior experience in a hands-on accrual accounting reporting environment.

The ability to work autonomously and in a team environment alongside being able to communicate clearly and concisely in all forms with internal and external stakeholders.

The ability to reset priorities and tasks in accordance with known and ad-hoc requirements.

Demonstrable competency in utilising financial systems and the Microsoft Office suite, in particular Excel.

In addition to undertaking the various accounting tasks, a key function is to collect, analyse and report on a range of data to be used for internal and external reporting, costing, budgeting, forecasting and to inform internal decision making. Liaison with other areas within and external to the Finance Branch is an ongoing requirement of the role. There will be the occasional requirement to provide direct technical and administrative support to other areas in peak times.

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration.

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

Eligibility/Requirements

Relevant post-secondary qualifications in accounting, commerce or business will be highly regarded

Membership (or progress towards membership) of a peak accounting body will be highly regarded (e.g., CPA Australia, IPA, CA ANZ).

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

How to Apply: Please provide a written application of no more than 1,000 words addressing the Selection Criteria outlined in the Position Description demonstrating with examples, your suitability to the role. Please provide with the application, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Tong (02) 6207 3197 Greg.Tong@cit.edu.au

Education and Training Services

Health, Community and Science

CIT Science

Animal Studies Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51259, several)

Gazetted: 01 August 2022

Closing Date: 15 August 2022

Details: CIT Science is seeking several enthusiastic, adaptable and industry experienced Animal studies teachers.

The department provides training programs in high school vocational learning, Certificate II and III in Animal Care, and Certificate IV in Veterinary nursing.

Science Department also manages commercial learning environments in CIT Dog Day Care and CIT Veterinary clinic.

These positions are full-time permanent working within the Animal studies teaching team, although part-time applicants are also welcomed to apply.

Eligibility/Other requirements:

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

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

where the full qualification is not held, hold as a minimum prior to employment as an employee in any form,

qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise

Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and

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

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.

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

How to Apply: Please provide a pitch of no more than two pages demonstrating your experience and skills against the selection criteria.

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

Contact Officer: Michelle Flatt (02) 6205 1911 Michelle.Flatt@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Corporate

Workforce and Information Services

Strategic Recruitment

Assistant Director - Strategic Recruitment

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53593)

Gazetted: 03 August 2022

Closing Date: 10 August 2022

Details: The Workforce Information Services branch provides HR and other business advice and support to Chief Minister Treasury and Economic Development Directorate (CMTEDD). Our team is focussed on being a valued business partner in recruitment strategy and coaching, contractor management, entry level programs, job analysis, capability frameworks and providing other HR expertise.

What you will do

You will be responsible for collaborating with business leaders to provide ongoing coaching and strategic advice on recruitment, contractor management and other talent management initiatives. You will take the lead on the development and end to end delivery of various entry level programs. Accountabilities will also include overseeing and advising on specialist and executive engagements.

CMTEDD offers flexible work opportunities to work from home and/or in the office as well as excellent entitlements. We have an inclusive, supportive culture that values health and wellbeing, integrity, professionalism and accountability.

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/Requirements

To thrive in the role, you will need to have successfully managed a complex recruitment portfolio in a large corporate or government department and organisation-wide end-to-end recruitment projects. You will also need extensive knowledge of the talent market and a solid understanding of different talent sourcing methods for specialties such as ICT, Finance and/or executive positions. You will be exceptional at establishing and maintaining effective and diverse business partnerships, and your expert influencing skills will be heavily relied on to ensure key people and business outcomes. You will excel in this position if you have an improvement mindset and are resilient and adaptable to changing circumstances while managing multiple priorities and demands.

Notes: This is a temporary position available immediately until the 30th of October 2022 with the possibility of extension up to 12 months.

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

How to Apply: Submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to the contact officer by the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jaime Eaton (02) 6205 4926 Jaime.Eaton@act.gov.au

Communications and Engagement

Content, Governance and Protocol

Content

Senior Content Officer (social media)

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 20648)

Gazetted: 29 July 2022

Closing Date: 30 August 2022

Details: Do you live and breathe social media? Know your reels from your engagement rates and genuinely get excited about memes and GIFs? Do you have a good eye for design, a love of storytelling and all things digital? Then we have the position for you!

If you work well in a team, are self-motivated and proactively look for solutions to problems we'd love to hear from you.

The Chief Minister, Treasury and Economic Development Directorate's Communications and Engagement team is looking for an ASO6 Senior Content Officer and social media expert who will work on the ACT Government's social media channels – Facebook, Twitter, LinkedIn and Instagram.

This role is an exciting opportunity for an enthusiastic and motivated communications professional with a passion for social media.

Collaborating within and across teams to develop and distribute high quality and creative content, the successful applicant will:

Develop, create and publish high quality, creative and engaging written content for ACT Government social media channels, working flexibly to assist in broader content creation, which may also include photography, simple videography and basic graphic design.

Collaborate with stakeholders, subject matter experts and multidisciplinary teams across government to support the implementation of engaging and interactive digital content strategies, for whole-of-government projects, services and initiatives.

Assist with the management of the content calendar and identify creative opportunities using the latest social media trends.

Bring an audience-first lens to your work, including conducting analytics reporting to extract key insights, and monitoring social media channels to prepare responses to community inquiries.

Actively engage in a team environment and positive culture, as part of a broader content and communications team, by demonstrating our core values, celebrating success, and committing to continued learning and development.

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

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Please discuss any concerns you may have with the Contact Officer.

How to Apply: Applicants are required to submit a maximum two-page personal pitch providing specific examples from past experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural Capabilities outlined in the position description attached.

Accompanying your personal pitch please provide your curriculum vitae, including contact details of two referees and other required fields in the online application form. Applications should be submitted via the Apply Now button below.

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

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

Economic Development

Events ACT

Senior Director, Events ACT

Senior Officer Grade A \$157,201, Canberra (PN: 11728)

Gazetted: 29 July 2022

Closing Date: 16 August 2022

Details: You will lead the charge for our small, dynamic teams of talented high performing dynamos as you oversee the Event Delivery, Marketing and Business Services teams.

Our ideal candidate will have a deep well of business and commercial acumen to draw from and be a champion for positive culture. You will be an expert juggler and thrive in a fast-paced work environment which understands the role our people and our culture play as the key to our success.

So, if you have a drive for collaboration, kicking goals and sharing success 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.

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

How to Apply: Please provide a pitch of no more than two pages outlining how your skills and experience align to the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the position description making you the best candidate for this position.

Please include your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Economic Development

VisitCanberra

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 01903)

Gazetted: 29 July 2022

Closing Date: 16 August 2022

Details: VisitCanberra is looking for an Executive Assistant to support the Executive Branch Manager. The position provides an opportunity to work in a dynamic and diverse area of government primarily focused on promoting Canberra as a place to visit to domestic and international audiences.

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

Notes: This is a temporary position available immediately until 30 September 2022 with possibility of extension up to 12 months and/ or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Provide an up-to-date curriculum vitae and a brief statement of claims against the selection criteria of no more than one page.

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

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

Digital Data and Technology Solutions

Strategic Business Branch

Change and Communications

Change Coordinator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53558)

Gazetted: 02 August 2022

Closing Date: 16 August 2022

Details: Do you approach your work with curiosity and a solutions focussed attitude? Do you like a challenge and want to be a key part of a high performing team? Then this opportunity is for you!

Strategic Business Branch (SBB) in Digital Data and Technology Solutions (DDTS) is seeking a motivated and enthusiastic individual to join our Change and Communications Team in a Change Coordinator role.

SBB provides professional business change services that enable the ACT Government to deliver quality outcomes for the Territory.

As a Change Coordinator with the team, you will have the opportunity to contribute the success of digital projects and initiatives by focusing on the people side of change.

You will:

- plan and implement changes to services, business processes, systems and technology using a structured methodology or process;

- work alongside the project team to manage the day-to-day implementation of change management plans, work to realise benefits and the desired outcomes of change and

- Support the team to develop business practices, tools and tactics to deliver quality change and communications outcomes.

The 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/Requirements

Organisational change management qualifications or certifications are highly desirable.

Notes: This is a temporary role available immediately for a period of six months, 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit an Expression of Interest no longer than two pages highlighting your suitability against the

Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

We encourage creativity so think outside the box with your application!

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Emery (02) 6207 8462 Erin.Emery@act.gov.au

Shared Services

Payroll and HR Systems

Human Resource Systems

Assistant Director - LMS Administration

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58017)

Gazetted: 01 August 2022

Closing Date: 14 August 2022

Details: Are you an experienced administrator with SAP SuccessFactors and looking for your next challenge? Do you have excellent technical ability with a strong track record of delivering high quality service, advice, and analysis? Are you skilled in problem solving who enjoys a challenge? The ACT Government is implementing SAP SuccessFactors – an industry leading solution for managing the employee lifecycle from Recruitment and Onboarding, Learning Management System (LMS), Pay to Career Development and Learning – across the Whole of ACT Government. Shared Services Payroll and HR Systems has a Temporary Vacancy for an Assistant Director of LMS Administration to join our team and hit the ground running. As the Assistant Director of the HR Systems' LMS Administration, you will lead the design, implementation and management of best practice Information Technology (IT) Service Management as it relates to the functional administration of LMS.

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/Requirements

Experience with SAP SuccessFactors Administration and Configuration particularly with LMS, is an essential requirement for the role.

Notes: This temporary position is available immediately for six 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: Please submit a two page pitch, addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities within the attached Position Description and telling us why you are the best person for the role. Please also submit a current curriculum vitae and contact details for two referees - one of these referees must be someone who has worked for you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce James (02) 6205 1033 Bruce.James@act.gov.au

Access Canberra

Fair Trading and Compliance

Infringement Review

Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36998)

Gazetted: 29 July 2022

Closing Date: 12 August 2022

Details: Would you like to make a difference in the community and contribute to safer roads for Canberrans? Tired of doing the same thing day in, day out? Do you like dotting your I's and crossing your T's? Do you read the fine print and understand it? If you would like to work in an environment where no two days are the same and where your knowledge of legislation can be put to good use, then the Access Canberra Infringement Review Office is where you need to be.

This position requires good communication with an ability to contribute to and foster a positive team culture. You will be able to use your expertise at managing a busy regulatory office while supporting the team through cultural change. You will actively demonstrate and promote the RED framework while ensuring that team members feel valued and contribute to the success of the business unit.

As a part of the management team, you will be working on a range of infringement related matters, with a focus on supporting team members with advice regarding infringement matters and assisting clients with more complex enquiries. You'll also be asked to write responses to ministerial enquiries, assist with work allocation and be responsible for the ongoing training and development of your team members.

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 contract is for a period of eight months with possibility of extension up to 12 months and/or permanency.

Submissions may be assessed 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 review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviours in relation to the duties/responsibilities listed in the Position Description.

Please submit a written application, of no more than two pages, responding to the statements below, contact details of at least two referees and current Curriculum Vitae. The two-page response should be written in the form of a pitch but should indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your demonstrated ability, ingenuity, experience and qualifications and how these make you a great fit for the role.

Link your response back to the Skills, Knowledge and Behaviour selection criteria and the specific duties and responsibilities of the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Brigden (02) 6205 3059 Robert.Brigden@act.gov.au

Shared Services

Partnership Services Group

HR/Finance Service Desk

Customer Services Agent

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 36221)

Gazetted: 02 August 2022

Closing Date: 16 August 2022

Details: If you like helping people, this job is for you.

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

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

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

Our Customer Service Agents are at the coal face, providing 1st level support for ACT Government staff on human resource 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.

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

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

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: Successful candidates are required to hold, or be eligible to hold, an ACT Government Baseline Security Clearance. Candidates found suitable for interview will be required to undergo a comprehensive interview process involving questions, an activity and role play scenario. If you are successful, you will be placed on a six-week paid training program where you will get a taste for Service Desk life and learn from our experienced customer service agents. On successful completion of training, you will be offered a longer-term temporary position with the ACT Public Service which may have the possibility of permanency and an opportunity for working with a great group of professionals.

Notes: This is temporary full-time position available immediately for six months with possibility of extension up to 12 months and/or permanency. There is also a temporary part-time position available with specific hours/days of Monday to Friday, 0930 – 1430. 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 complete the attached Application Questions and provide them along with your curriculum vitae and contact details of at least two referees. Candidates are encouraged to discuss the position with the contact officer (via email preferably) before applying.

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

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

Revenue Management

Business Systems

Assistant Director - Support

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 03659)

Gazetted: 29 July 2022

Closing Date: 12 August 2022

Details: The ACT Revenue Office is looking for an energetic person to join the Business Systems Branch.

The role is within with a multi-skilled team that is dynamic, flexible, professional, and fun to be with. You will get to exercise your technical and management abilities directing the support efforts for various systems and also get involved with new development efforts.

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 position is available immediately for 11 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: 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 should be submitted via the Apply Now button below.

Contact Officer: Joseph Tonna (02) 6207 0293 Joseph.Tonna@act.gov.au

Policy and Cabinet

Executive and Business Support

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 52464)

Gazetted: 03 August 2022

Closing Date: 17 August 2022

Details: The Corporate Support team works collaboratively across the Policy and Cabinet and Communication and Engagement division. The team provides administrative support and is responsible for the operational and financial management across the two divisions.

The Director, Corporate Support provides strategic, operational and administrative support to senior executives and their branches and is also responsible for the overarching business and financial management across the two divisions.

Under limited direction, and working across the two Divisions:

Lead significant operational reforms and change management agenda to ensure that all parts of the Divisions are supported with high quality enabling services.

Work closely with the Executives and staff across the divisions to enhance, promote and sustain the effective and efficient operation and delivery of its core strategic priorities.

Provide high quality, evidence-based advice to the Senior Executive on strategic finance and HR matters and lead divisional workforce planning.

Provide leadership, management, guidance and training to the centralised corporate services team to support continuous business improvements in divisional processes and service provision to PCD and its stakeholders.

Drive collaboration across CMTEDD, ACTPS Directorates, Senior Officers and Executives to coordinate a range of activities relating to new and ongoing budget initiatives.

Support governance, business horizon planning, financial roadmaps, budget and project capability to meet corporate responsibilities.

Invest in high performance by exploring untapped training avenues and programs to nurture talent and capabilities in PCD staff.

Ensure clear accountability and transparency when delivering key strategic priorities while enabling efficiencies.

The position:

- reports directly to the Deputy Director-General and the Coordinator-General for Climate Action; and
- has direct management responsibility of staff.

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

Eligibility/Requirements

- Demonstrated ability to provide high level administrative support to administer the Division's responsibilities regarding budget and finance, human resources and government reporting.
- Demonstrated supervisory, management and leadership skills.
- Demonstrated sound judgement skills, including the ability to work independently and collaboratively with the team. The occupant needs to be proactive, adaptable and calm under pressure.
- High level understanding of financial management and procedures and proven skills in the Oracle financial database and TM1.
- Understanding of and demonstrated commitment to the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety Initiatives.

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

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

How to Apply If this opportunity interests you please submit your application including a two page pitch, your current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Engele (02) 6205 0235 Sam.Engle@act.gov.au

Policy and Cabinet

Executive Branch Manager, Commonwealth State Relations

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E1191)

Gazetted: 28 July 2022

Closing Date: 11 August 2022

Details: The Policy and Cabinet Division (PCD) is looking for an Executive Branch Manager who can lead a fast paced and strategic role in PCD which is facilitative rather than administrative in nature and is one that requires a combination of focus, flexibility, and ability to work with limited direction.

This role reports directly to the Deputy Director-General, Policy and Cabinet and the Coordinator General, COVID 19, Non-Health and operates in an environment of responsiveness and accountability. The position works collaboratively with Ministers' offices, other Executives, and officials across Commonwealth State and Territory Governments.

The Executive Branch Manager, Commonwealth State Relations is a key position within the Chief Minister, Treasury and Economic Development Directorate and supports the Head of Service and Chief Minister on engagement across both the National Cabinet and National Federation Reform Council.

The role of the Executive Branch Manager will be to also provide strategic advice to the Coordinator General, COVID 19, Non-Health to ensure they are fully briefed on current and emerging issues, initiatives, projects, and responses in relation to the COVID-19 pandemic and the Territory's cross-government non-health related response.

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

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

How to Apply: If you can collaborate on national issues, build effective relationships with senior staff across all levels of government and have the proven experience in complex interjurisdictional engagement, please submit your curriculum vitae and an Expression of Interest no longer than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leesa Croke (02) 6207 3751 leesa.croke@act.gov.au

Treasury

Executive Group Manager, Finance and Budget Group and Executive Group Manager, Economic and Financial Group

Executive Level 2.4 \$336,341 - \$351,379 depending on current superannuation arrangements, Canberra (PN: Executive Group Manager, several)

Gazetted: 02 August 2022

Closing Date: 16 August 2022

Details: Are you an experienced executive? Do you have experience in providing high level policy and financial advice to Government? Do you want to be at the centre of the budget process and economic policy for the ACT Government, working across government to provide advice on economic policy responses and the delivery of services and infrastructure to the community?

ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking two appropriately qualified individuals to fill the key positions of Executive Group Manager, Finance and Budget Group and Executive Group Manager, Economic and Financial Group.

Executive Group Manager, Finance and Budget Group

Vacancy (immediately – five year contract)

Chief Minister, Treasury and Economic Development Directorate

Treasury Stream

Budget, Procurement, Infrastructure and Finance

Position: E1048

(Remuneration equivalent to Executive Level 2.4)

The Finance and Budget Group (FABG) is responsible for advising government and agencies on the development of the Territory's budget; providing policy and budget advice on a range of government priorities and services; and advising on financial issues relating to agencies and the Territory including whole of government financial reporting.

As Executive Group Manager, Finance and Budget Group, you will lead a team responsible for working across government to deliver the Territory's budget processes and providing advice on a range of financial and budget policy issues. You will be responsible for leading and engaging across the directorate more broadly as part of the senior executive team.

Executive Group Manager, Economic and Financial Group

Vacancy (immediately – five year contract)

Chief Minister, Treasury and Economic Development Directorate

Treasury Stream

Position: E391

(Remuneration equivalent to Executive Level 2.4)

The Economic and Financial Group (EFG) is responsible for the provision of advice to government and agencies on the economic and revenue outlook, economic and revenue policy and federal financial relations and providing advice on and administering the motor accident injuries and lifetime care and support schemes.

As Executive Group Manager, Economic and Financial Group, you will lead a team responsible for undertaking strategic economic analysis and providing high level policy advice to Government, working across the ACT government and with other governments, and implementing key initiatives. You will also be responsible for leading and engaging across the directorate more broadly as part of the senior executive team.

Applicants for both positions should have an established record in developing and implementing public sector policy, strong budget, financial management or economic policy skills, excellent leadership credentials and a commitment to public service integrity. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders.

Contract: The successful applicants 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 review the Position Description of the position/s they are interested in and provide a statement of claims against the Selection Criteria. Applications should include a current Curriculum Vitae and details of two referees.

Remuneration: The positions attract a remuneration package ranging from \$336,341- \$351,379 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$300,758.

Applications should be submitted via the Apply Now button below.

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

Policy and Cabinet

Cabinet, Assembly and Government Business

Cabinet Office

Senior Coordination and Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50364, several)

Gazetted: 28 July 2022

Closing Date: 11 August 2022

Details: The Cabinet, Assembly and Government Business branch has an exciting opportunity at the ASO 6 level. This position is at the forefront of government decision making and supporting the passage of Cabinet and Government Business.

As a member of the Cabinet, Assembly and Government Business you will work with a high functioning branch who willingly support each other in meeting critical operational or project timeframes.

You will also need a curious mind, have the ability to gain a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities and thrive in a team environment.

In this position, you can expect to diverse and exciting opportunities to demonstrate sound administrative, governance and organisational skills and the ability to coordinate and deliver on whole of Government priority projects and tasks.

Notes: There are several positions available. One available immediately for a period of ten months, and one available immediately for a period of three months. Both positions have 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.

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

How to Apply: Applicants should submit:

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

A current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kieran.Ives@act.gov.au (02) 6205 9095 Kieran.Ives@act.gov.au

Finance and Budget Group

Executive Branch Manager, Social Policy Branch, Finance and Budget Group

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E147)

Gazetted: 29 July 2022

Closing Date: 12 August 2022

Details: ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Executive Branch Manager, Social Policy Branch, Finance and Budget Group.

The Finance and Budget Group (FABG) is responsible for advising government and agencies on the development of the Territory's budget; providing policy and budget advice on a range of government priorities and services; and advising on financial issues relating to agencies and the Territory including whole of government financial reporting.

The position is responsible for leading the Social Policy branch, providing policy and financial advice in relation to health, education, community services, housing and justice and safety activities which total more than 70 per cent

of total public sector spending in the ACT. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders.

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

Contract: The successful applicant will be placed on a short-term contract for a period of one year with the possibility of extension.

How to Apply: Applications should include a curriculum vitae and a statement of claims against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Vroombout, Deputy Under Treasurer 0428 290 364 sue.vroombout@act.gov.au

Workforce Capability and Governance Division

ACTPS Centre for Leadership and Innovation

Workforce Diversity and Entry Programs

Assistant Director Workforce Diversity and Entry Programs

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52111)

Gazetted: 28 July 2022

Closing Date: 15 August 2022

Details:

Progressive Public Service, values-based organisation

Fantastic employment conditions and superannuation

Flexible and hybrid work environment and great team culture

Help us make a difference!

Are you a skilled human resources practitioner who is passionate about creating more diverse and inclusive workplaces?

Join us in the ACT Public Service (ACTPS) where your work will make a positive difference and create lasting impact.

We have exciting opportunities available in our Workforce Diversity and Entry Programs Team based in the ACTPS Centre for Leadership and Innovation (Chief Minister, Treasury and Economic Development Directorate).

The Role

The Assistant Director, Workforce Diversity and Entry Programs plays a key role in delivering the ACTPS's progressive and inclusive workforce agenda.

Delivering on high-profile strategic diversity and inclusion commitments; you will use evidence-based practice, evaluation, and user centred design principles to drive inclusive workplace culture across the entire ACTPS workforce.

You will research, design and deliver workforce diversity and inclusion strategies and programs which support the ACTPS to be as inclusive, progressive, and diverse as the community we serve.

As a valued employee, your experience matters! Look forward to:

Being part of a progressive organisation that is guided by our values of respect, integrity, collaboration and innovation;

Generous terms and conditions of employment, remuneration package and leave provisions;

Hybrid working between your home and our state of the art architecturally designed office in the heart of Canberra City; and

Joining a thriving and supportive team, where you will have the opportunity to work with other passionate people.

About us

The ACTPS Centre for Leadership and Innovation focuses on understanding and responding to the challenges which face the ACT Public Service workforce and Canberra community now, and those we will face in the future.

We ask questions about what the future of work looks like, collaborating across the ACTPS to design and deliver initiatives which will drive workforce strategy and transformation, as well as the underlying people policies, programs and culture which will enable our collective success.

We recognise and value the heritage of Aboriginal and Torres Strait Islander Peoples and warmly invite applications from people who can bring that insight and lived experience to our Service.

We welcome applications from; people with disability and with experience of disability, those who identify as LGBTIQ+; carers; people who have non-English-speaking life experience; people of all cultural backgrounds; recent migrants to Australia; older and younger people.

Eligibility/Other requirements: To thrive in the role you will need:

Demonstrated experience and subject matter knowledge or qualifications as a Human Resources Diversity and Inclusion practitioner, or in a related organisational development discipline;

Demonstrated ability to plan, project manage, promote, implement and evaluate workforce programs, such as Diversity and Inclusion programs;

Excellent writing skills, including the ability to produce informative and/or awareness-raising material, prepare correspondence to senior audiences, and draft high-quality reports;

Sound relationship and communication skills, including the ability to establish and maintain effective relationships with a range of staff and stakeholders;

Demonstrated initiative and professional credibility, including the ability to work through complexity with limited direction, in a fast-paced work environment; and

Demonstrated ability to effectively supervise more junior staff in a small, busy team, including the ability to determine priorities amongst competing commitments, and support continuous learning, development, and performance.

Importantly, your behaviour and working style will align with the ACTPS Code of Conduct and our values of respect, integrity, collaboration and innovation.

All applicants must have [valid working rights in Australia](#) and the successful candidate will be required to complete pre-employment checks which include a National Police Check.

Notes: There are both permanent and temporary positions available. The temporary roles are available from 15 August 2022 for 12 months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Keen to join us?

Simply view the Position Description and submit your application! You are also welcome to email the Contact Officer to discuss the roles in more detail.

As well as completing the online application form, your application should include:

A two page 'pitch' responding to the selection criteria, that includes specific examples as evidence of your relevant skills, knowledge and behavioural capabilities.

Your curriculum vitae and details of two professional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lowri Grice (02) 6205 7258 Lowri.Grice@act.gov.au

Economic Development

Office of the Executive

Strategic Operations

Senior Director Strategic Projects

Senior Officer Grade A \$157,201, Canberra (PN: 58310)

Gazetted: 01 August 2022

Closing Date: 7 August 2022

Details: The role of the Strategic Operations area of Economic Development is to develop an integrated, whole-of-government strategic approach to major events and infrastructure planning; provide strategic direction and advice on Government's initiatives to diversify the ACT economy; and to work to create a vibrant community that attracts and retains talented people.

Reporting to the Executive Group Manager (EGM) Operations, the successful applicant will:

Lead the development of the ACT Government's Major Events Strategy and the work associated with Strategic Infrastructure Planning through consultation with government and industry, noting this role requires significant collaboration across Economic Development and industry,

Provide high-level oversight and strategic management of a broad range of major events, event infrastructure and related policy development, and

Lead systems improvement for Economic Development.

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/Requirements

You must have demonstrated ability to operate effectively in a demanding work environment and proactively manage complex situations in an astute and responsive way.

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

Selection may be based on application and referee reports only.

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

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

How to Apply:

Interested candidates are requested to submit a supporting statement of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Bailey (02) 6207 5618 Daniel.Bailey@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

Office of the Director General

ACT Aboriginal and Torres Strait Islander Elected Body

Secretariat / Administration officer (Designated)

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 12388)

Gazetted: 03 August 2022

Closing Date: 17 August 2022

Details: The position provides support to the Aboriginal and Torres Strait Islander Elected Body, ensuring that they are able to meet the requirements under the Aboriginal and Torres Strait Islander Elected Body Act 2008, and any matter that the Minister may require the Elected Body to undertake. The position provides support for the interaction between the Minister and the Elected Body.

The position is responsible for liaising between ACT Government agencies on behalf of the Elected Body and supporting the Chair and Deputy Chair of the Elected Body in their function as required by the Act. The successful applicant will demonstrate a sound knowledge of relevant legislation, an understanding of the issues facing the Aboriginal and Torres Strait Islander community of the ACT.

The following legislation is relevant to the work of the position:

Aboriginal and Torres Strait Islander Elected Body Act 2008

Public Sector Management Act 1994

Public Interest Disclosure Act 2012

Freedom of Information Act 1996

Information Privacy Act 2014

Territory Records Act 2002

Fair Work Act 2009

Human Rights Act 2004

Discrimination Act 1991

Work Health and Safety Act 2011

Eligibility/Requirements

Provide quality secretariat support for the ACT Aboriginal and Torres Strait Islander Elected Body;

Arrange meetings for ATSIEB members as required and keep electronic records in the ATSIEB Calendar;

Assist with less complex briefs;

Assist with minutes of ATSIEB meetings;

Arrange ATSIEB meetings and community forum in accordance with the ATSIEB Act 2008;

Work within a small team environment with minimal supervision;

Maintain and update the ATSIEB Website as required;

Maintain incoming/outgoing mail register; and other electronic registers required for ATSIEB records.

Maintain financial records;

Maintain electronic records and hard copy files;

Provide support to the Office for Aboriginal and Torres Strait Islander Affairs programs as required and undertake other appropriate administration tasks and duties as required.

Selection Criteria

Demonstrated knowledge and understanding of the issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society and the diversity of circumstances of Aboriginal and Torres Strait Islander people. Demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander people.

Understanding of the roles and responsibilities of the ACT Aboriginal and Torres Strait Islander Elected Body and the ATSIEB Act 2008.

Demonstrated experience in administrative and executive support, in particular with meeting procedures and processes and recording accurate minutes.

Sound written and verbal communication skills.

Demonstrated ability to consistently display high quality customer service principles, practices and attributes.

A demonstrated understanding of and commitment to the principles of workplace diversity, participative work practices, and Occupational Health and Safety.

Essential qualifications and experience:

Experience in using a range of business and office applications.

Desirable, but not essential, qualifications and experience:

This position does not require a Working with Vulnerable People Check

A current unencumbered driver's licence is essential

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

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

How to Apply: Applicants should submit a current curriculum vitae and a written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: CraigL Sams N/A craigl.sams@act.gov.au

Housing ACT

Executive

Executive, Government and Engagement

Assistant Director, Ministerial Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57076)

Gazetted: 01 August 2022

Closing Date: 8 August 2022

Details: The Executive, Government and Engagement team is responsible for the coordination and management of Ministerial, Assembly and Cabinet business and executive support and communications for the Housing ACT Division of the Community Services Directorate. The team operates in a fast-paced work environment across the division. The team supports the Housing ACT Executive, is customer focused and delivers high level support and advice, quality control, coordination, and communication services. An opportunity at the SOG C level is available managing ministerial services for Housing ACT through to 30 June 2023. A strong knowledge of Housing ACT key priorities and responsibilities is required along with experience in social housing including operational policy and client matters. If you can manage competing priorities in a high-pressure environment, have great client service skills and strive to achieve positive outcomes, then we would love to hear from you. The Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Notes: This is a temporary position available immediately until 30 June 2023. 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 a two-page pitch telling us why you would be the best person for the position, in line with the Position Requirements (selection criteria) in the job description documentation.

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

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

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Family Engagement Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07829)

Gazetted: 01 August 2022

Closing Date: 18 August 2022

Details: Bimberi Residential Services is seeking an experienced, committed and suitably qualified person to permanency fill the Family Engagement Officer role.

This is a designated position in accordance with section 42, *Discrimination Act 1991* and is open to Aboriginal and/or Torres Strait Islander people. The Family Engagement Officer is designed to assist with the engagement of young people and their families and to promote Aboriginal and Torres Strait Islander practices and perspectives, in the day-to-day functions across Bimberi Residential Services. The role also is involved in promoting initiatives and developing innovative approaches to meeting client and program needs. The successful applicant will have an opportunity to work within a multidisciplinary team to ensure a holistic statutory service response to all children and young people, including Aboriginal and Torres Strait Islander young people. They will engage and liaise with a range of internal and external stakeholders including young people, their families, community agencies, government services, legal representatives, courts and tribunals. The suitable applicant will also have experience in working with families and stakeholders and a desire to work within a management team that is committed to providing positive outcomes for young people. The role is focussed on delivering the best possible outcomes for children and young people through responsive client services underpinned by trauma informed best practice. The Family Engagement Officer will support the provision of quality care, support and welfare services, developmental and rehabilitation programs for clients, provide leadership and promote a commitment to the delivery of services and support systems for residents. Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential Services (BCRS) (including Narrabundah House Indigenous Supported Residential Facility and Franklin House).

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

BCRS provides supported accommodation to young men, aged between 15 and 18 years old. Both facilities operate 24 hours a day, 7 days a week.

The Family Engagement Officer will be required to work Monday to Friday standard business hours.

Eligibility/Other requirements:

This is an identified position and only open to Aboriginal and Torres Strait Islander people. This is consistent with Division 3.2, Section 27 of the Public Sector Management Act. You may be required to provide a Confirmation of Aboriginality before appointment to this position.

Essential experience and requirements:

Possession of a current driver's licence

First Aid Certificate or willingness to attend training

Working With Vulnerable People (Background Checking) ACT 2011 will be required

For further information on Working with Vulnerable People registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

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

Desirable qualifications and experience:

Qualification in the behavioural sciences, social work or related disciplines highly desirable.

Demonstrated outcomes and previous experience in this area will be highly regarded.

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 is an Identified position for Aboriginal and Torres Strait Islanders People.

How to Apply: Applications are sought from potential candidates that should include.

supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your knowledge, experience, professional/technical skills and behavioural capabilities in carrying out the duties outlined in the position description: and names and contact details of at least two referees, including your most recent/current supervisor or manager: and a current curriculum vitae must also be included.

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

Contact Officer: Chelsea Gutterson (02) 6207 3512 Chelsea.Gutterson@act.gov.au

**Housing ACT
Client Services**

**Client Services Branch - Rolling Recruitment - ASO 6 - Team Leader / Specialists / TSCCO / Housing Practitioners
Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 38711, several)**

Gazetted: 29 July 2022

Closing Date: 29 July 2023

Details: The Client Services Branch of Housing ACT is seeking highly motivated people for temporary Tenant Support and Community Connection Officer positions and Team Leader positions that are currently available in our Tenant Experience team.

The Team Leader positions are responsible for providing leadership and developing and managing work performance within a Tenant Experience team. The occupants of these positions will be responsible for coordinating tenancy management and community development across the portfolio and establishing networks and community linkages to ensure quality of service and outcomes for clients. These positions require high level organisational skills, well developed interpersonal and communication skills and the ability to effectively prioritise work and meet deadlines. Team Leaders in the Client Services Branch require a flexible work attitude and may be required to work in other business units across the branch as needed.

The Tenant Support and Community Connections Officer roles provide specialist advice, information, support and case management to public housing tenants who may be experiencing issues impacting on their ability to maintain their tenancy. The role also involves developing collaborative working relationships with community service organisations, internal and external stakeholders to assist clients to access appropriate housing and community support services. As part of the Tenant Experience team these positions play an important role in the mentoring and training of Housing Managers particularly associated with the complex client needs. The occupants of these positions are required to have an understanding and experience in working with clients with complex needs and a commitment to innovation and flexible service responses to assist clients to achieve better housing and social 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:

Additional requirements:

Current driver's license.

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

Desirable, but not essential, qualification and experience:

Relevant tertiary qualifications in Leadership, Management, Social Work, Community Development or a related field are desirable but not essential.

Notes: This is a 12-month rolling recruitment round. These positions are temporary vacancies (on Act Government contracts) 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. Selection may be based on application and referee reports only.

How to Apply: Please submit your written response of no more than two pages (800 words) addressing the Skills, Knowledge and Behaviours in the Position Requirements, a current curriculum vitae and the details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Barry (02) 6205 4284 Matt.Barry@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.

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

School Performance and Improvement

Belconnen Network

Maribyrnong Primary School

Building Services Officer

Building Service Officer 3 \$73,429 - \$77,593, Canberra (PN: 58007)

Gazetted: 03 August 2022

Closing Date: 17 August 2022

Details:

The duties of the position require a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness.

In accordance with Directorate policies and in consultation with the supervisor, a Building Service Officer 3 (BSO3) will:

1 Assume responsibility for the security of the school and cluster buildings, furniture, fittings and equipment. Coordinate, initiate and implement strategies to achieve improved security outcomes.

2 Assume responsibility for the school, cluster and associated preschool(s) building maintenance including, but not limited to:

Undertaking regular inspections to determine priorities

Coordinating and completing required work to the building, fixtures, fittings, furniture and equipment OR organising and overseeing work

Develop, coordinate and implement an annual maintenance program

Manage the school's maintenance programs, supervise contractors, initiating and implementing strategies to improve outcomes

3 Assume responsibility for day-to-day grounds maintenance work enhancing the school, cluster and associated preschool(s) including, but not limited to:

Undertaking regular inspections to determine priorities

Completing an annual systematic grounds maintenance program

Coordinating and supporting the school's sustainability initiatives as required.

4 Operate and monitor the school's heating and cooling systems and initiate and implement strategies to minimise energy usage OR if the school has an automated climate management system, monitor with a view to minimising energy usage.

5 Within reasonable safety limits, manage, coordinate and assist with:

Stocktake and the receipt and storage of equipment and supplies

Rearranging or relocating furniture and equipment.

6 Undertake relevant administrative tasks as required. Ensure compliance with risk management and safety documentation requirements.

Eligibility/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 \(act.gov.au\)](http://www.worksafe.act.gov.au/health_safety)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate.

SELECTION CRITERIA

In accordance with Directorate policies and under limited supervision, a Building Service Officer 3

(BSO3) will demonstrate initiative when:

- 1 Undertaking a range of repairs and maintenance to building, grounds and equipment, estimating resource requirements if required.
- 2 Supervising and monitoring the school's maintenance programs, contractors, cleaning and security; with a view to minimising energy usage, operate (if appropriate) and monitor the school's heating and cooling systems.
- 3 Communicating and liaising effectively with staff, students, members of the public and contractors.
- 4 Working with minimal or no supervision, efficiently determining work priorities, operating effectively under pressure and organising workloads to meet deadlines. Maintain accuracy in required record keeping.
- 5 Complying with principles and practices from the Respect, Equity and Diversity Framework; participative management values; and workplace, health and safety requirements.

How to Apply: Applicants are to submit:

1. Up to date curriculum vitae
2. Written response to the selection criteria listed above
3. One written referee report, also addressing selection criteria above

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Buesnel (02) 6142 0570 Andrew.Buesnel@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Evatt Primary

Building Service Officer 3 - Evatt Primary school

Building Service Officer 3 \$73,429 - \$77,593, Canberra (PN: 01533)

Gazetted: 01 August 2022

Closing Date: 7 August 2022

Details: Evatt Primary School is seeking an enthusiastic and suitable Building Services Officer (BSO) to join our team.

As a Building Services Officer (BSO), you will work with the Business Manager in managing and leading the building works undertaken at the school, maintaining the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to Work, Health and Safety Standard or ensuring this standard when organising and overseeing emergency repairs.

The BSO will support the Business Manager, Principal, students, and staff in providing a safe and aesthetically pleasing environment for the whole community.

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

Eligibility/Requirements

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.worksafe.act.gov.au/working-with-vulnerable-people)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate

Notes: This is a temporary position commencing 1 August 2022 through to 22nd January 2023, with the possibility of extension and/or permanency.

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

Selection may be based on application and referee reports only.

How to Apply: Please complete a two-page pitch outlining your experience and focusing on the points in the Selection Criteria, Professional/Technical Skills and Knowledge and Behavioural Capabilities. Please include your curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Swiridziuk (02) 6142 1642 Rebecca.Swiridziuk@ed.act.edu.au

School Performance and Improvement

North/Gungahlin Network

Harrison School

Finance Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 37207)

Gazetted: 01 August 2022

Closing Date: 7 August 2022

Details: Harrison School is seeking a Finance Officer to join their team. Harrison School, located in North Gungahlin, is a P-10 school with approximately 1,800 students and 200 staff. At Harrison School, our priorities are learning progress for all students, and positive social and emotional development for all staff and students.

If you would like to be a part of children and young people's educational journey and want to join a collaborative team that has students at the centre, then we can't wait to read your application.

As part of the administration team the Finance Officer will be required to work independently and as part of a team. The successful applicant will work closely with the Corporate Manager in the management of the school's financial and school administrative systems.

The applicant will have strong understanding of accounting practices that align with the school management manual and Education Directorate policies and procedures. The Finance Officer will oversee the workflow and support the Receipting Officers to complete receipting of money, purchasing, receiving and distribution of goods, and manage stock within the school. The Finance Officer will have excellent knowledge of Sentral and Xero accounting package. The applicant will be required to apply legislation, policy, procedures, and guidelines in line with the Directorate/ACTPS.

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/Requirements

Compliance Requirements / Qualifications

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)

Highly Desirable

Exceptional knowledge of Sentral (School Administration System) and Xero accounting package

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

Notes: 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 two-page response to the Professional/Technical Skills and Knowledge and the Behavioural Capabilities (listed on page 3 of the position description) including relevant examples.

A current curriculum vitae

Contact details for two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Matthews (02) 6142 2200 Kathryn.Matthews@ed.act.edu.au

School Performance and Improvement

North/Gungahlin Network

Harrison School

Food Technology Assistant and Events Coordinator

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 54519)

Gazetted: 01 August 2022

Closing Date: 7 August 2022

Details: Harrison School is seeking a dynamic Food Technology Assistant and Events Coordinator to join their team. Harrison School, located in North Gungahlin, is a P-10 school with approximately 1,800 students and 200 staff. At Harrison School, our priorities are learning progress for all students, and positive social and emotional development for all staff and students.

If you would like be a part of children and young peoples educational journey and want to join a collaborative team that has students at the centre, then we can't wait to read your application.

As part of the school support team the Food Technology Assistant and Events Coordinator, will be required to work independently and with different teams within the school. The successful applicant will have knowledge and experience in;

purchasing of consumables and equipment for food technology and other areas of the school when required

preparation of kitchens and equipment for demonstrations and practical lessons

preparation of food for lessons and safe storage of food

maintenance of kitchen equipment

stocktaking and cost tracking for class practical lessons and school functions

general administrative duties.

The applicant will support teaching staff and work with students, providing support within the classroom when needed. The applicant must possess sound organisational skills, the ability to set priorities, meet deadlines; and

the ability to communicate effectively with staff and students. This position also involves working with the Corporate Manager to oversee Work Health and Safety at Harrison School. The applicant will be required to apply legislation, policy, procedures, and guidelines in line with the Directorate/ACTPS.

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/Requirements

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

Desirables

Qualifications/experience in safe food handling practices

Qualified HSR or willingness to undertake the appropriate training

Exceptional knowledge of work health and safety practices.

First Aid Certificate or a willingness to undertake appropriate training.

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: Please submit

A two-page response to the Professional/Technical Skills and Knowledge and the Behavioural Capabilities (listed on page 3 of the position description) including relevant examples.

A current curriculum vitae

Contact details for two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Matthews (02) 6142 2200 Kathryn.Matthews@ed.act.edu.au

Lanyon High School

Administration Assistant

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 57764)

Gazetted: 01 August 2022

Closing Date: 8 August 2022

Details: Lanyon High School is located in Conder and currently has 435 student enrolled across Years 7-10 and 65 Staff.

We are seeking a highly organized, motivated and energetic person to fulfil the role of Administration Assistant in the Front Office, This role will include Front Reception duties, coordinating excursions and incursions and other administration duties as required.

Demonstrable experience in customer service is essential. This includes good communication and organizational skills. A good knowledge of School Administration System (SAS) is desirable along with flexibility and the ability to work as part of a close team. This position will require close daily contact with students, staff, parents and the community.

Eligibility/Other requirements:

Mandatory

Must have a current ACT Working With Vulnerable People (WWVP) Registration

Highly Desirable

Knowledge and experience with School Administration System (SAS)

Desirable

First Aid Certificate or the willingness to undertake appropriate training

Certificate III or equivalent e.g. Business Administration (Education), Government (School Support Services)

Note: This is a temporary position available immediately up until 26 January 2023.

How to Apply: Please complete a two page pitch outlining your experience and focusing on the eight points in the Selection Criteria. Please include your curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Cavalier (02) 6142 1800 Jenny.Cavalier@ed.act.edu.au

School Performance and Improvement

North Canberra and Gungahlin

Majura Primary School

SAKG Garden Specialist

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 54019)

Gazetted: 01 August 2022

Closing Date: 15 August 2022

Details: Majura Primary School is seeking a passionate and enthusiastic garden specialist/horticulturist to work in partnership with the kitchen specialist to support the Stephanie Alexander Kitchen Garden program. The aim of the Kitchen Garden Program is to introduce young children to the wonderful world of good food by means of developing a productive food garden, and an exciting kitchen that includes a nurturing place to share food, as an integral part of the school curriculum. We hope to engage the curiosity of the young students and to help them learn how to grow the very best food in the very best way, how to care for it in the garden, how to recognise when it is ripe and at its best, how to prepare it easily and enjoyably and how to develop an expanding culinary palate and be excited by all of these experiences. The garden specialist will work in conjunction with the kitchen specialist to provide gardening and culinary experiences for the students through planning weekly lessons in the garden, growing seasonal garden produce, preparing lessons in a format suitable for children to understand and liaise with volunteers.

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

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

How to apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Professional/Technical Skills and Knowledge and Behavioural capabilities as required.

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

Contact Officer: Adrienne Tranter (02) 6142 3140 Adrienne.Tranter@ed.act.edu.au

Service Design and Delivery

Student Engagement

Allied Health Team

Social Worker

Health Professional Level 1/2/3 \$66,285 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 14327)

Gazetted: 02 August 2022

Closing Date: 19 August 2022

Details: Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking social workers at Health Professional 1, 2 and 3 levels to grow and expand our service offer. In joining the Student Engagement team, you will have opportunity to undertake a wide range of roles including providing direct support to schools, supporting our Flexible Education programs, Allied Health Student Engagement Teams, Targeted Support Teams and more.

Flexible Education Program: The Flexible Education team provide a range of programs for high school students, who at a point in time cannot access their local school.

Allied Health Engagement Team: The Allied Health team provides advice and supports to schools to improve the educational outcomes for all children and young people.

Targeted Support Team: This team supports children and young people who may be experiencing challenges accessing learning. This can include support to re-engage children and young people with school, reducing the risk of occupational violence through the development of risk assessments, and supporting schools to develop and implement positive behaviour support plans.

Eligibility/Other requirements: Essential:

- Tertiary qualifications in Social Work
- Social worker membership with the Australian Association of Social Workers or eligibility for membership.
- Current drivers licence essential, including access to a private vehicle for work purposes.
- Prior to commencing in this role, a current registration issued under the working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

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

Contact Officer: Amie Corrigan - SDDRecruitment@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Procurement and Contracts Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 39773)

Gazetted: 02 August 2022

Closing Date: 19 August 2022

Details: As Procurement and Contracts Officer you will provide support and assistance to DSST officers for all their procurement needs. Under the direction of the DSST Director Strategy and Knowledge Management, you will work across a wide range of procurement and contract management elements including procuring goods and services for the Directorate and its schools.

You will assist with a range of administrative tasks including the preparation of meeting papers, minute taking and support the operational Services with completing their reporting requirements. In this role you will have the opportunity to engage with stakeholders across the Division and the Directorate as a whole and other Directorates and will include engagement with Procurement ACT.

Eligibility/Other requirements: To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. This position requires the applicant to undergo a National Police Check prior to commencement. An understanding of Government procurement processors is desirable.

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

How to apply: Please provide a response to the selection criteria (maximum four pages), a current curriculum vitae and details for two referees.

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

Contact Officer: Ian French (02) 6205 9103 Ian.French@act.gov.au

Service Design and Delivery

Learning Wellbeing Policy and Design

Administration and Coordination Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57767)

Gazetted: 29 July 2022

Closing Date: 12 August 2022

Details: The Learning and Wellbeing Policy and Design Branch is seeking a high performing administration and coordination officer to support various programs and projects within the Learning and Teaching Policy and Service Design section.

The position involves interesting and diverse work across a range of program areas relating to quality teaching and learning across the Directorate, including the coordination of additional teacher librarian positions in ACT public schools, and administration of scholarships for teachers to obtain teacher librarian qualifications.

The position requires a flexible and highly experienced administration and coordination officer with experience in project administration, and people and stakeholder management. The successful applicant will be required to provide administration support for various program and projects, as well as working flexibly across the broader Learning and Teaching team to manage emerging work pressures.

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/Requirements

Highly Desirable:

- Highly developed proficiency in the Microsoft Suite of applications.
- Experience using HPE Content manager (TRIM).

Notes: This is a temporary position available from the 1st of July for a period of two years 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: Please submit response to Selection Criteria (max three pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kym Turnbull (02) 6207 8601 Kym.Turnbull@act.gov.au

North/Gungahlin Network

Turner School

Executive Teaching Position at Turner School

School Leader C \$132,293, Canberra (PN: 03725)

Gazetted: 02 August 2022

Closing Date: 16 August 2022

Details: Turner School is looking for a school leader who demonstrates and fosters an inquiry mindset for learning. Turner School is a years P-6 school for thinkers, communicators, self-managers and collaborators who aim to make a positive contribution. We celebrate diversity and grow from the unique perspectives of others in an inclusive community.

As leaders, teachers, students, and families, we prioritise achievement in learning with a strong focus on:

- excelling in literacy and in numeracy
- growing through inquiry
- understanding global connectedness
- and strengthening positive community wellbeing through Turner's cultural identity.

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/Requirements

- A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.
- Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

· A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

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, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and 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: Allison Edmonds (02) 6142 2430 Allison.Edmonds@ed.act.edu.au

School Improvement

South and Weston Network

Alfred Deakin High

Woodwork/Metalwork Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 08088)

Gazetted: 28 July 2022

Closing Date: 11 August 2022

Details: Alfred Deakin High School is a vibrant and innovative school located in Inner South Canberra. A highly regarded ACT Public School (7-10), Alfred Deakin is committed to the development of all individuals through a broad range of flexible and dynamic learning experiences. The school values of Excellence, Responsibility, Community and Respect are evident across the whole school and underpin all that we do.

We are seeking a full time, permanent Woodwork/Metalwork teacher to join our team. The successful candidate will work in a highly supportive teaching environment and have access to excellent teaching and learning spaces for their classes. The role requires demonstrated skill, passion and innovation in the Woodwork/Metalwork area. 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 via the Apply Now button below.

Contact Officer: Rechelle Turner (02) 61423897 Rechelle.Turner@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.

Safe at Schools

Senior Director, Work Health and Safety, Early Intervention and Wellbeing

Senior Officer Grade A \$157,201, Canberra (PN: 57597)

Gazetted: 03 August 2022

Closing Date: 26 August 2022

Details: This role is a key role within a newly established Safe at School group leading the work to delivery systems and processes to drive a strong safety culture across the Education Support office and all schools.

We are seeking a work health and safety (WHS) professional to lead the strategic direction for an integrated WHS, wellbeing and early intervention approach to support the safety and wellbeing of our staff. Working with other

teams in the Safe School group you will ensure that WHS, wellbeing and early intervention approaches are incorporated into all aspects of the Directorates functioning.

You will work collaboratively across the Directorate to drive the continuous improvement of the systems and processes to support an integrated approach to WHS, wellbeing and early intervention in our schools and Education support office to drive a strong safety culture.

Our ideal candidate will have exceptional interpersonal and communication skills. You will be a supportive, collaborative, and engaging leader with extensive knowledge of WHS legislation and experience in implementing WHS, wellbeing and early intervention policies and processes in workplaces. You will need to demonstrate resilience, tact and empathy in managing multiple stakeholders and sensitive situations and work to tight timeframes.

Suitably qualified and experienced applicants from outside of the ACT are strongly encouraged to apply as flexible/remote working options are available for the successful applicant.

Eligibility/Other requirements: Tertiary qualifications in Human Resources, Work Health and Safety or similar and / or experience in managing WHS, wellbeing and injury management frameworks for a large workforce would be high regarded.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Suitably qualified and experienced applicants from outside of the ACT are strongly encouraged to apply as flexible/remote working options are available for the successful applicant.

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

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

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

School Performance and Improvement

South and Weston Network

Hughes Primary School

Hughes Primary School- Building Service Officer 3 (BSO3)

Building Service Officer 3 \$73,429 - \$77,593, Canberra (PN: 34957)

Gazetted: 03 August 2022

Closing Date: 17 August 2022

Details: Hughes Primary School is looking for a well organised, highly motivated and skilled person for the Building Service Officer role. The successful applicant will be an integral part of the team supporting and working with the Business Manager in managing the building works undertaken at the school, maintaining the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to Work, Health and Safety Standard or ensuring this standard when organising and overseeing emergency repairs. The BSO will support the Business Manager, Principal, students, and staff in providing a safe and aesthetically pleasing environment for the whole community. Following Directorate policies and in consultation with the Business Manager, the successful applicant will require initiative and independent judgement to operate and supervise a range of repairs and maintenance programs in a busy school environment. The successful applicant will need to possess excellent communication skills to provide effective service to different stakeholders.

Eligibility/Other Requirements:

Evidence of a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to: [Access Canberra](#)

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: [Access Canberra](#)

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate.

How to Apply: Please submit your curriculum vitae, statement of claims based on the Position Description (Maximum two pages). The Statement of claims should be based on the position overview and job description demonstrating best practice examples that focus on what you do, how and with what impact, relating your prior

experiences and performance to your potential for achieving outcomes in the identified position. Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience, and workplace achievements. It should be formatted to make it easy to read. In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision. Applications should be submitted via the Apply Now button below.

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

Contact Officer: Lauren Harwin (02)620 55699 Lauren.Harwin@ed.act.edu.au

Service Design and Delivery

Student Engagement

Allied Health Team

Physiotherapist

Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 54143)

Gazetted: 03 August 2022

Closing Date: 19 August 2022

Details: Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking physiotherapists at Health Professional 2 and 3 levels to grow and expand our service. In joining the Student Engagement team, you will have opportunity to undertake a wide range of roles including providing direct support to schools.

Appropriate support will be negotiated and will include clinical supervision and a supportive induction program.

On commencement, pay increment and classification will be based on qualifications, years of relevant experience as a physiotherapist and demonstrated ability to manage clinical and work tasks autonomously (e.g., caseload management, complex case management, relationship management). All physiotherapists will be required to support and supervise Allied Health Assistants and more experienced clinicians may be required to provide clinical supervision or mentoring to peers.

You will use your skills and knowledge to assist students to physically access all activities within the school environment. This includes equipment prescription and accessibility, motor development and functional independence to support students with developmental delays, disabilities, complex health concerns and trauma, to enable participation and engagement and improve educational outcomes.

You will also provide information, advice and professional learning to teachers, school leaders, support staff and other allied health professionals to enhance the teaching and support of students with additional needs.

You will be a core member of wider Allied Health team and will work closely with other professions including Speech Language Pathologists, Occupational Therapists, Social Workers, Psychologists and Allied Health Assistants. At times, you may be tasked with leading this multidisciplinary team to achieve your aims.

Eligibility/Other Requirements:

Tertiary qualification or equivalent in Physiotherapy.

Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for membership with the Australian Physiotherapy Association.

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

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

Current drivers licence 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: Please provide a response to the selection criteria (maximum three pages), current curriculum vitae and contact details for two referees.

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

Contact Officer: Jacqui Etherington 0466 468 041 Jacqui.Etherington@ed.act.edu.au

School Performance and Improvement

North/Gungahlin Network

Harrison School

Staffing and HR Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 37512)

Gazetted: 28 July 2022

Closing Date: 4 August 2022

Details: Harrison School is seeking a Staffing and HR Officer to join their team. Harrison School, located in North Gungahlin, is a P-10 school with approximately 1,800 students and 200 staff. At Harrison School, our priorities are learning progress for all students, and positive social and emotional development for all staff and students.

If you would like to be a part of children and young people's educational journey and want to join a collaborative team that has students at the centre, then we can't wait to read your application. The successful applicant will be an active member of the administration team, assisting with the operations of school business, specialising in staffing and human resource services. This is a fulltime position that require flexible working hours. The successful applicant will manage the daily staffing requirement within the school and HR management of the team. The applicant will organise and engage relief teachers, support staff and learning support assistants, induct new staff, process contracts and recruitment paperwork, process and manage leave acquittals, and work closely with the senior executive team regarding HR management. The applicant will have strong communication skills, high level customer service as well as a demonstrated ability to work in a team environment and engage with students, parents, carers, and teachers.

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/Requirements

This position requires a Working with Vulnerable People (WWVP) Registration prior to commencing in this role.

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

How to Apply: Please submit

A two-page response to the Professional/Technical Skills and Knowledge and the Behavioural Capabilities (listed on page 3 of the position description) including relevant examples.

A current curriculum vitae

Contact details for 2 referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Matthews (02) 6142 2200 Kathryn.Matthews@ed.act.edu.au

School Improvement

South and Weston Network

Curtin Primary

LSU/Disability Education Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 16792)

Gazetted: 28 July 2022

Closing Date: 11 August 2022

Details: We are looking for a Disability Support / Learning Support Teacher to plan and work alongside our current LSU (Learning Support Unit) teacher to cater for our growing cohort of students in our LSU.

We are looking for a dynamic and flexible teacher, preferably with disability education qualifications.

This position will require planning for and working with one student, with an LSA in a separate setting, and planning for and working with our other junior K-3 LSU students.

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 Standard, 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 via the Apply Now button below.
Contact Officer: Maryanne Hayes (02) 6142 2570 Maryanne.Hayes@ed.act.edu.au

School Performance and Improvement

South Weston

Mount Stromlo High School

Learning Support Assistant

School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 46995, several)

Gazetted: 29 July 2022

Closing Date: 12 August 2022

Details: Mount Stromlo High School (MSHS) is 7-10 high school situated in the South Weston School Network. MSHS works under an Inclusion Model.

MSHS is seeking a collaborative and impactful person for a Learning Support Assistant (LSA) role. The LSA role focuses on supporting teachers to include a child with a disability in all school activities. Duties may include preparation of class materials, supporting the health care and physical needs of a student and general work in the classroom not directly focussing on the student with a disability. Some support of therapy or specific programs may be included. This is a full time LSA role and the successful applicant will work closely with staff within the Learning Support faculty.

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.act.gov.au/working-with-vulnerable-people)

A current First Aid Certificate

Willingness to undertake HAAS program training in relation to health care procedures/tasks

Desirable:

Certificate III or equivalent eg. Disability, Early Childhood Education and Care, Education Support, School Support Services

Certificate IV in Educational Support or willingness to undertake appropriate training

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

How to apply: Applications should include a supporting statement of no more than two 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.

The Joint Selection Committee (JSC) is established in accordance with the collective/enterprise agreement provisions and as such will assess all applications for this position.

Contact Officer: Katie Hart (02) 6142 3431 Katie.Hart@ed.act.edu.au

School Improvement

Campbell High School

Principal - Campbell High School

School Leader A 1 \$175,964, Canberra (PN: 45290)

Gazetted: 28 July 2022

Closing Date: 10 August 2022

Details: Campbell High School is situated at the base of Mount Ainslie, next to the Australian War Memorial and only minutes to Canberra's CBD. The school caters for Year 7-10 students and provides a learning and teaching environment that combines traditional architecture with contemporary approaches to education.

The appointed Principal will work to build the capability of all teachers through the development of a culture of continuous professional improvement that includes classroom-based learning, Professional Learning Communities, and mentoring and coaching arrangements across the school in line with ACT Education Directorate Future of Education strategy. Staff will be empowered to create and embed the Australian Curriculum and Pedagogical framework, with the Principal leading a consistent approach to learning and teaching across the school. The Principal will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership team and staff.

With students at the centre, strategic priorities outlined in the School Improvement Plan are Improve student performance in reading and writing across all year levels and to Increase growth in student performance in numeracy across all year levels. The Positive Behaviour for Learning (PBL) framework supports the wellbeing of every student and aligns with the school values Aspire, Achieve, Connect and Respect which form the basis of our expectations and behaviours Campbell High School.

The Principal will continue to nurture and establish strong partnerships with parents and the wider community in order that the school develops as an integral component of the community. This includes supporting the large number of defence families within the school. Further, the Principal will lead the school's improvement journey to promote an inclusive learning culture, equity of opportunity and excellent outcomes for all learners. The school's Annual Action Plans, Annual School Board Reports, School Review Reports and current School Improvement Plan 2020-2024 are available on the school [website](#) and may provide further information.

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

Eligibility/Other Requirements:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

Notes: Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

How to apply: Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees. Applications should be submitted via the Apply Now button below.

The Joint Selection Committee (JSC) is established in accordance with the collective/enterprise agreement provisions and as such will assess all applications for this position.

Contact Officer: Stephen Gwilliam (02) 6205 8219 Stephen.Gwilliam@act.gov.au

Business Services

Governance

Governance, Policy and Procedure

Senior Director, Governance, Policy and Procedure

Senior Officer Grade A \$157,201, Canberra (PN: 35892)

Gazetted: 28 July 2022

Closing Date: 11 August 2022

Details: Good governance plays an important role in the success of an organisation. This position presents an exciting opportunity to contribute to the achievement of the Education Directorate's strategic goals through leadership of the Governance, Policy and Procedures team. The applicant will be strategic, self-motivated and an effective communicator who has demonstrated the ability to effectively lead a team in delivering quality outcomes on projects and reform initiatives.

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

Notes: This position is available from September 21st for a period of six month, with the possibility of extension and/or permanency.

How to Apply: Please submit your resume and a pitch of no more than 2 pages that addresses your suitability for the role as outlined in the position description. Selection may be based on application only.

Applications should be submitted via the Apply Now button below.

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

Safe at Schools

Assistant Director WHS Policy and Programs

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57628)

Gazetted: 02 August 2022

Closing Date: 26 August 2022

Details: We are seeking a Work Health and Safety (WHS) professional to assist in leading both the operational and strategic management of WHS Policy within the Safe at Schools Group. You will be responsible for providing WHS and wellbeing expertise to Classroom Teachers, School Leaders and the broader Safe at Schools leadership team. You will also build capacity, of both school-based staff and the broader Safe at Schools Group, to enable professional partnerships and deliver a proactive, collaborative, and strategic approach to WHS and Wellbeing. The position requires a flexible and highly experienced policy and/or program officer with experience in program management, policy development, project management, people and stakeholder management. The WHS Policy Officer will be required to manage discrete projects and initiatives, as well as working flexibly across the broader WHS team to manage emerging work pressures.

Eligibility/Other requirements: Completion of or near completion of Certificate IV or Diploma in Work Health and Safety would be highly desirable. Qualifications and experience in quality auditing would be desirable.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 (maximum four pages), a current curriculum vitae and details for two referees.

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

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

Environment, Planning and Sustainable Development

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

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

Corporate Services and Operations

People and Capability

Employment Relation and Safety and Wellbeing

Senior Advisor Safety and wellbeing

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41926)

Gazetted: 28 July 2022

Closing Date: 11 August 2022

Details: Senior Advisor Safety and Wellbeing (ASO6)

Do you want to be part of enhancing a high performing health and safety culture?

The Environment Planning Sustainable Development Directorate (EPSDD) is looking for highly motivated, skilled, enthusiastic and client-focused individuals to join the Safety and Wellbeing team. As a member of this team, you will contribute to meeting objectives included in the EPSDD Safety and Wellbeing Strategy and Audit implementation, along with your day-to-day functions.

The successful applicant will be required to manage early intervention, case management and safety and wellbeing matters for the Directorate. This role will need to collaborate with a wide range of internal and external stakeholders so well-developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be an asset.

We have a flexible workplace with state of the art accommodation enabling activity-based work in a fun and creative environment and support flexible work arrangements including working from home through a hybrid approach

Eligibility/Requirements

Desirable:

Qualifications or experience in workplace relations and/or health and wellbeing case management and/or tertiary qualifications in a relevant field

Relevant and current experience in the delivery of workplace relations and/or health and wellbeing case management services in a government environment.

Drivers Licence.

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

Notes: This is a permanent position available immediately.

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

Please note, this position works in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: In two pages or less tell us why you want the role and outline your demonstrated experience as it applies to the Position Description, with a particular focus on the Skills and Knowledge and Behavioural Capabilities section.

You should also submit your curriculum vitae and the contact details of two referees who have a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: BeL Smith (02) 6207 4094 BeL.Smith@act.gov.au

Corporate Service and Operations

People and Capability

Workplace Relations and Safety and Wellbeing

Assistant Director Safety and Wellbeing

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39618)

Gazetted: 28 July 2022

Closing Date: 11 August 2022

Details: Assistant Director, Safety and Wellbeing (SOC)

Reporting to the Director of Safety and Wellbeing

Do you want to be part of enhancing a high performing health and safety culture?

The Environment Planning Sustainable Development Directorate (EPSDD) is looking for a highly motivated, skilled, enthusiastic and client-focused individuals to join the Safety and Wellbeing team. As a member of this team, you will be responsible for meeting objectives related to EPSDD Strategic Plan, Safety and Wellbeing Strategy and Audit implementation, along with your day-to-day functions.

The successful applicant will be required to manage early intervention, case management and safety and wellbeing matters for the Directorate. This role will need to collaborate with a wide range of internal and external stakeholders so well-developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be an asset.

As part of supporting the Directorate on safety and wellbeing you will also have responsibility of supervising, mentoring and coaching within a small team. We have a flexible workplace with state of the art accommodation enabling activity-based work in a fun and creative environment and support flexible work arrangements including working from home through a hybrid approach.

Eligibility/Requirements

Highly Desirable:

- Experience in advising and managing early intervention, compensable and non-compensable case management, in a public sector context.
- Qualifications in WHS, commenced or willing to complete relevant qualification.
- Qualifications in Human Resources or significant work experience.

Desirable:

- Workplace Health and Safety Induction (White Card) or willingness to obtain; [General Construction Induction Card \(White Card\)](#)
- Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.
- Drivers Licence

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

Notes: This is a permanent position available immediately.

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

Please note, this position is in an activity-based working environment (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: In two pages or less tell us why you want the role and outline your demonstrated experience as it applies to the Position Description, with a particular focus on the Skills and Knowledge and Behavioural Capabilities section.

You should also submit your curriculum vitae and the contact details of two referees who have a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Becl Smith (02) 6207 4094 Becl.Smith@act.gov.au

Suburban Land Agency

Built Form and Divestment

Place Management

Program Manager, Place Management

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 46773)

Gazetted: 28 July 2022

Closing Date: 18 August 2022

Details: The Suburban Land Agency (the Agency) is seeking applications for the role of Program Manager, Place Management who will be responsible for leading the development, implementation, monitoring and reporting on the SLA Place Management program. The Program Manager, Place Management will champion the application of place making principles in land development and built form projects undertaken by the Agency.

The Program Manager Place Management will lead a small team providing strategic and operational support to the Agency through its land management and custodianship function. The Program Manager will provide strategic direction to the team and monitor team adherence to Agency governance systems and procedures.

The Program Manager Place Management will champion the values of the ACT Public Services and communicate to Agency Executive and Board on project issues and risks and team management and performance.

Eligibility/Other requirements: Mandatory requirements are outlined in the Position Description.

Notes: This is an expected permanent vacancy from September 2022. This is a temporary position available immediately with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a supporting statement, addressing the selection criteria, of not more than three A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicholas Holt (02) 6207 9646 Nicholas.Holt@act.gov.au

Climate Change and Energy

Climate Change and Energy Policy

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40997)

Gazetted: 28 July 2022

Closing Date: 16 August 2022

Details: The Environment, Planning and Sustainable Development Directorate's vision is to shaping Canberra's future and our mission is to be informed, connected, innovative. The Climate Change and Energy Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. The Division is seeking Policy Officers to work under limited direction, and as part of a small team, to provide high quality public policy advice based on rigorous methodologies and evidence.

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

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

How to Apply: The online application form requires a written pitch responding to the selection criteria (max. 500 words) and a curriculum vitae to be provided. There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Richardson (02) 6207 6493 Emma.Richardson@act.gov.au

Planning Delivery

Deed Management

Assistant Director - Deed Management

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 05528)

Gazetted: 28 July 2022

Closing Date: 4 August 2022

Details: Deed Management is seeking experienced Senior Officers to join the team. The Deed Management Unit is responsible for the administration and management of Holding Leases and Deeds of Agreement for both greenfield and urban renewal development projects where the delivery of public infrastructure and the management of aspects of the Government's affordable housing policy is required. As part of this work, the team ensures that public infrastructure to be handed back to the Territory meets Territory design and construction standards and prepares and issues consequential leases for new estates and urban renewal and public land development. Please see Position Descriptions for further information on these roles. 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/Requirements Qualifications and/or experience in land development, civil engineering, town planning or urban design are highly desirable. Demonstrated skills in project and contract management relating to land development or infrastructure will also be highly regarded.

Notes: There is temporary positions available immediately for a period of 12 months, with the possibility of permanency. Please note there are two advertisements running concurrently to fill this vacancy, PN11752 and PN05528. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below

Contact Officer: James Cargill (02) 6205 8543 James.Cargill@act.gov.au

Planning and Sustainable Development

Development and Implementation

Loose Fill Asbestos Coordination Team

Assistant Director Delivery and Coordination

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 35084)

Gazetted: 03 August 2022

Closing Date: 17 August 2022

Details: The Loose Fill Asbestos Coordination Team (Coordination Team) within the Development and Implementation Division of the Environment, Planning and Sustainable Development Directorate is seeking interest from suitably experienced and qualified applicants for the temporary vacancy of Assistant Director, Delivery and Coordination (SOGC) until 31st December 2023.

The Assistant Director, Delivery and Coordination will support the team in management of government business and reporting requirements, develop strategic communications, and assist in policy and process reviews to problem solve and provide sound advice to Government. The Assistant Director Delivery and Coordination will also progress work on key projects over the 18 months to deliver legislative, policy and legacy commitments including the transition of programs to other delivery areas of ACT Government.

The ideal candidate is willing, able and adaptable to work across a small team, and comfortable working in an environment addressing complex and sensitive issues to support broader community recovery from the impacts from loose fill asbestos insulation in Canberra homes.

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

Notes: This is a temporary position available immediately until the 31st of December 2023.

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

How to Apply: Provide pitch of no more than two pages addressing your capabilities in relation to the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Butchart (02) 6207 5804 Rebecca.Butchart@act.gov.au

Planning and Urban Policy

Building Reform

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14051)

Gazetted: 02 August 2022

Closing Date: 26 August 2022

Details: The Building Reform team is seeking a highly motivated senior officer to contribute to the ACT Government's building reform agenda to improve building regulatory systems, standards and practices. This is a great opportunity to make a significant contribution to important Government priorities and to have a positive impact in the construction industry and the community more broadly.

The Building Reform team is growing, with an exciting program of work to be delivered. The Assistant Director will contribute to various projects and improvement initiatives. Areas of focus include introducing public sector building certification, regulation of engineers, property developer regulation, sustainable building initiatives, and implementation of changes to the National Construction Code.

Information on the current and future reform program is available at the [Build Buy Renovate website](#).

What we are looking for:

The successful applicant will be a responsive, flexible and analytical thinker who is enthusiastic to develop. The role will provide you with highly transferable experience and skills in the development of end-to-end policy, programs and legislative reforms including progressing initiatives through ministerial and Cabinet approval processes. This position requires strong research, analytical, interpersonal and communication skills. Experience in or an understanding of policy or legislative development and regulatory reforms is highly desirable but not essential. Experience or knowledge of building and construction matters is not required.

Environment, Planning and Sustainable Development 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 and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Highly Desirable:

A good understanding of policy and legislation development, principles of regulation, policy analysis and design. Experience in interpreting and analysing legislation, regulations, policies and guidelines in the provision of high-quality advice.

Qualifications or experience in a relevant field e.g. law, policy development, project management, or demonstrated professional experience in related fields e.g. legal, para-legal, regulatory administration.

Notes: An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only. This is a fulltime position that can be filled in a variety of ways. Consideration will be given to part-time or flexible working arrangements. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Part of work hours can be spent working from home.

How to apply: Applicants should submit a two-page pitch (maximum) outlining their suitability for the position addressing the required Skills, Knowledge and Behaviour and provide practical examples. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Alison Kemp (02) 6207 5891 Alison.Kemp@act.gov.au

Chief Operating Officer

Finance, Information and Assets

Strategic Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46317)

Gazetted: 02 August 2022

Closing Date: 26 August 2022

Details: The Environment, Planning and Sustainable Development Directorate (the Directorate) is responsible for a wide range of policies and programs within the ACTPS that includes areas as diverse as climate change policy, energy policy, nature conservation, environment protection policy, strategic and statutory planning, development approvals, building policy, land policy and economics, heritage and water. The Directorate also includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure Canberra provides open and safe space to its community.

This role is based in the External Budget team in a professional and culturally diverse branch. The branch centrally manages the Directorate's finances, and centralised management of contracts and procurement activity is part of this function. The External Budget team is responsible for the directorate's external budget process, performance reporting, and cost recovery reporting including the Directorate's annual Fees and Charges review and update.

As a Senior Finance Officer, you will be responsible for :

- making adjustments in the Government Budget Management System (GBMS) in line with ACT Government's requirements;

- assisting in the external budgeting processes including (not limited to) business case/costing development and re-profiling/rollovers;

- assisting in the preparation of the annual and half-yearly Statement of Performance; and

- assisting in the annual review process of EPSDD's fees and charges.

Eligibility/Other requirements:

Mandatory:

Qualifications in Accounting or a related field is highly desirable

Highly Desirable:

Full membership or progress towards membership of CPA Australia or Chartered Accountants Australia and New Zealand;

Relevant Government experience in external budgeting or a related field.

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

How to apply: Please submit:

A two-page pitch outlining the skills, expertise and experience you will bring to the role

A Curriculum Vitae.

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

Contact Officer: Stuart Wall (02) 6205 0760 Stuart.Wall@act.gov.au

Director, Gas Transition

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58063, several)

Gazetted: 01 August 2022

Closing Date: 15 August 2022

Details: This is your opportunity to join a growing team that will develop the pathway to zero emissions from natural gas (fossil fuel methane) use by 2045. Two permanent and two temporary positions available within the Gas Transition Taskforce.

The Taskforce is responsible for coordinating and delivering policy and a response to the challenges and opportunities across the community. You will be required to develop and deliver a program of work that

establishes a pathway for one of four focus areas for the Taskforce that will support the ACT in achieving its world-leading targets to reach net zero greenhouse emissions by 2045.

The ACT Public Service (ACTPS) operates on a one government service model, the ACTPS is a values-based service based on its core values of respect, innovation, collaboration, integrity.

The four focus areas are as follows.

Gas Transition Policy: Development and delivery of effective policy solutions in this area with a particular focus on the jurisdictional and consumer considerations associated with the gas transition. (Permanent position).

Gas Transition Regulatory Policy: Development of innovative regulatory solutions to known or emerging risks with a particular focus on the regulatory considerations associated with the gas transition and emerging technology. (Permanent position).

Gas Transition Built Environment: Facilitate energy efficient retrofits associated with the gas transition for existing buildings, with a particular focus on urban design and infrastructure planning measures and opportunities. (Temporary for two years).

Gas Transition Developer Contributions Legal and Regulatory Policy: Development and delivery of legislative instruments within a cognate field, focusing on developer led augmentation of utility infrastructure. (Temporary for two years).

Eligibility/Other requirements:

Relevant tertiary qualifications and/or demonstrated equivalent industry and/or professional experience relevant to one or more of the four key focus areas outlined above is highly desirable.

Applicants are encouraged to discuss possible part-time working arrangements with the contact officer.

Note: There are two permanent and two temporary positions available. The temporary positions are available for a period of up to two years. Applications will be considered against each of the four roles identified above.

Applicants are encouraged to provide a supporting statement outlining their suitability against the focus area (or areas, if appropriate) most closely matching their skills and experience. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applications are sought from potential candidates and should include:

Two-page pitch supporting statement addressing Selection Criteria
curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Grice (02) 6205 3078 Simon.Grice@act.gov.au

Planning and Urban Policy Division

Building Reform

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 18596, several)

Gazetted: 29 July 2022

Closing Date: 19 August 2022

Details: Details: The Building Reform team is seeking a highly motivated senior officer to contribute to the ACT Government's building reform agenda to improve building regulatory systems, standards and practices. This is a great opportunity to make a significant contribution to important Government priorities and to have a positive impact in the construction industry and the community more broadly.

The Building Reform team is growing, with an exciting program of work to be delivered. The Director will contribute to various projects and improvement initiatives. Areas of focus include introducing public sector building certification, regulation of engineers, property developer regulation, sustainable building initiatives, and implementation of changes to the National Construction Code.

Information on the current and future reform program is available at the Build Buy Renovate website.

What we are looking for:

We are seeking a motivated and energetic professional who is responsive, flexible and analytical thinker to contribute to the ongoing development and implementation of policies and programs in priority areas for the ACT Government. As part of a multi-disciplinary team, the role of Director is responsible for building policy and reform projects that contribute to improving the ACT's building regulatory system and building quality and will supervise staff in the team.

This position requires excellent policy, legislative development and time management skills and experience in strategic policy and regulatory reforms is highly desirable. Experience or knowledge of building and construction matters is not required. We are seeking a policy/legislative professional with experience in end-to-end policy

development or experience in delivering and implementing legislative reforms. The successful applicant will have the ability to contribute to and motivate and manage a team.

Environment, Planning and Sustainable Development 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 and those who identify as LGBTIQ are encouraged to apply.

Note: From this recruitment we are looking to fill:

one fulltime permanent position

one fulltime temporary position for six months with the possibility of permanency

one fulltime temporary position for six months with the possibility of extension

Positions can be filled in a variety of ways. Consideration will be given to part-time or flexible working arrangements. Please indicate in your application which position you are interested in.

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

These positions are based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Part of work hours can be spent working from home.

How to apply: Applicants should submit a two-page pitch (maximum) outlining their suitability for the position addressing the required Skills, Knowledge and Behaviour and provide practical examples. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Alison Kemp (02) 6207 5891 Alison.Kemp@act.gov.au

Climate Change and Energy

Program Delivery

Business and Economic Development Team

Assistant Director, Climate and Energy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 35595, several)

Gazetted: 29 July 2022

Closing Date: 16 August 2022

Details: The Climate Change and Energy Division is looking for several energetic and well-organised Assistant Directors to help deliver a range of targeted programs and services that empower the Canberra community to be sustainable, reduce emissions, and be energy efficient.

The successful applicants will work in partnership with a wide range of internal and external stakeholders to deliver program outputs and outcomes. Duties include develop, implement and evaluate programs, brief and report writing, stakeholder liaison and communication, staff management and high-quality administration such as procurement and contract support.

The ACT remains a national leader in addressing climate change and promoting sustainability. The Climate Change and Energy Division delivers a comprehensive set of policies, programs, and community engagement activities to reach net zero emissions by 2045. This work is done in collaboration with all sectors including government, non-government, business, community, and households. This is an exciting opportunity to be part of Canberra's climate action and have a direct positive impact for the local community.

Eligibility/Other requirements: Occasional weekend work may be required.

Notes: Two temporary positions are available for 12 months in the Program Delivery Branch based on vacancies.

One position is in the Business and Economic Development team and one for the backfilling of a maternity fill in the Household team. A merit pool will be established from this selection process and will be used to fill both full-time temporary and/or permanent vacancies in the Program Delivery Branch over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include:

Two-page supporting statement addressing Selection Criteria

Curriculum vitae

Contact details of two referees

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

Contact Officer: Anita Healey (02) 6207 0162 Anita.Healey@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.

Planning and Urban Policy

Building Reform

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41851)

Gazetted: 01 August 2022

Closing Date: 24 August 2022

Details: The Building Reform team is seeking a highly motivated officer to contribute to the ACT Government's building reform agenda to improve building regulatory systems, standards and practices. This is a great opportunity to make a significant contribution to important Government priorities and to have a positive impact on the community.

The Building Reform team is growing, with an exciting program of work to be delivered. The senior policy officer will contribute to various projects and improvement initiatives. Areas of focus include introducing public sector building certification, regulation of engineers, property developer regulation, sustainable building initiatives, and implementation of changes to the National Construction Code.

Information on the current and future reform program is available at the [Build Buy Renovate website](#).

What we are looking for:

The successful applicant you will be a responsive, flexible and analytical thinker who is enthusiastic to develop. The role will provide you with highly transferable experience and skills in the development of end-to-end policy, programs and legislative reforms. This position requires strong research, analytical, interpersonal and communication skills. Experience in or an understanding of policy or legislative development and regulatory reforms is desirable but not essential.

Environment, Planning and Sustainable Development 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 and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Qualifications or experience in a relevant field is highly desirable e.g. law, project management, policy development, regulatory reform, regulatory administration.

Experience in or knowledge of building and construction matters is not required.

Notes: An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only. This is a fulltime position that can be filled in a variety of ways. Consideration will be given to part-time or flexible working arrangements. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Part of work hours can be spent working from home.

How to Apply: Applicants should submit a three page pitch (maximum) outlining their suitability for the position addressing the required Skills, Knowledge and Behaviour and provide practical examples. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Kemp (02) 6207 5891 Alison.Kemp@act.gov.au

Independent Competition and Regulatory Commission

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

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

Independent Competition and Regulatory Commission

Regulatory Team

Assistant Director Regulatory Team

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10830)

Gazetted: 28 July 2022

Closing Date: 11 August 2022

Details: Are you attracted to the chance to contribute to the wellbeing of our community? Are you interested in leading projects on a diverse range of complex issues in a collaborative and supportive work environment?

The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking an experienced and motivated person to join its regulatory team. The immediate priority is assisting with our largest project, a price investigation into water and sewerage services.

You will: lead projects requiring high-level research and quantitative analysis; develop advice for the commission and the ACT Government on economic regulation and competition issues; draft high-quality, evidence-based reports and briefing papers; and work effectively and collaboratively with a wide range of internal and external stakeholders.

We are a small agency with a diverse workload: setting retail water and electricity prices, developing advice to the ACT Government on a range of industry competition and consumer issues, and monitoring and reporting on the performance of licensed utilities. We have a collaborative and supportive culture that values diversity of skills, ideas and experiences, and provides interesting and challenging work that develops our team members' knowledge and expertise.

Eligibility/Other requirements: You will have strong economic and quantitative skills and experience in applying these skills in government or the private sector. You have experience in managing consultations with internal and external stakeholders and in leading small project teams. And you can communicate complex technical ideas in ways that meet the needs of diverse stakeholders, both in writing and verbally. A degree in economics, finance or related discipline is highly desirable. Practical understanding of the water industry, regulatory frameworks and how government works will be an advantage.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. The position is based in Canberra, but we may consider a remote working arrangement.

How to Apply: Submit a pitch of no more than two pages that explains why you are interested in the opportunity and how you meet the selection criteria, and your curriculum vitae with details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lachlan Phillips (02) 6207 0952 Lachlan.Phillips@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

Operational Support

Organisational Capability Unit

Training Content Research and Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 50353)

Gazetted: 28 July 2022

Closing Date: 11 August 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from enthusiastic and motivated professionals for the position of Training Content Research and Support Officer within the Organisational Capability Unit.

The Organisational Capability Unit is responsible for co-ordinating, designing, delivering and administering training and development activities to provide all ACTCS employees with the knowledge and skills to perform their roles competently.

The successful applicant will, be responsible for the sourcing, researching and updating content of training programs for both correctional and non-correctional topics/programs. You will also work closely with the Assistant Director in establishing new training programs for staff across the agency.

Further to this, you will collaborate with training staff and support trials and tests of new programs with small groups of staff. You will also facilitate effective governance and accountability in training activities, supporting transparency of compliance with related policy, legislation and national standards.

To be successful you will possess exceptional communication and interpersonal skills necessary to build rapport with both internal and external stakeholders. You will also demonstrate strong administrative capability.

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 training and assessment is highly desirable.

The successful candidate will be required to undergo a criminal record check.

This position requires a pre-employment medical.

How to apply: Applicants are required to submit two 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 resume with the names and contact details of two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Cecilee Miller (02) 6205 4910 Cecilee.Miller@act.gov.au

Courts and Tribunals

Magistrates Court

Conferencing Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: C09706, several)

Gazetted: 28 July 2022

Closing Date: 11 August 2022

Details: Details: The ACT Magistrates Court is seeking legal officers and part-time and casual conferencing officers to work in the Protection Unit.

Persons in these positions conduct mediation-style preliminary conferences in family violence, personal violence and workplace protection proceedings. The object of a preliminary conference is to provide parties with the opportunity to resolve the proceeding by agreement to avoid a contested final hearing. Conferencing officers provide parties with procedural information about the progress of the proceedings to a final hearing if proceedings are not resolved.

Parties to family/personal violence proceedings are often self-represented and experiencing violence and conflict.

Preliminary conferences are conducted by shuttle.

In addition to conducting preliminary conferences, the legal officer will respond to registry enquiries, answer correspondence, conduct legal research and undertake other tasks under the direction of the senior director/deputy registrar of the Protection Unit.

Conferencing officers and the legal officer explain and provide guidance on the conference and protection proceedings process and connect parties with support services. The roles have limited delegation as a deputy registrar and authorisation under the Court Procedures Rules 2006 to exercise certain quasi-judicial functions. They also review transcripts of proceedings prior to release.

Conferencing officers and legal officers work cooperatively as a small team to conference the daily list and respond to queries. The roles require highly developed verbal communication, negotiation and listening skills matched with the ability to establish rapport and succinctly distil and explain information.

Eligibility/other requirements:

For conferencing positions:

successful completion of a recognised mediation course or extensive experience conducting alternative dispute resolutions

accreditation under the National Mediation Accreditation System, or the ability to obtain accreditation is highly desirable.

a legal qualification from an Australian tertiary institution is desirable

For legal officer positions:

admission as a practitioner of the High Court or the Supreme Court of an Australian state or territory; and

At least three years post admission experience

Note: There are several part time and casual positions available. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a two-page application addressing the Skills, Capabilities and the job specific criteria and a current curriculum vitae with details of two referees.

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

Contact Officer: Christopher Phillipson (02) 6205 0964 Christopher.Phillipson@courts.act.gov.au

Courts and Tribunals

Magistrates Court

Director, Legal

ACT Courts and Tribunal Legal 1 \$70,680 - \$142,352, Canberra (PN: 38490)

Gazetted: 28 July 2022

Closing Date: 11 August 2022

Details: Details: The ACT Magistrates Court is seeking legal officers and part-time / casual conferencing officers to work in the Protection Unit.

Persons in these positions conduct mediation-style preliminary conferences in family violence, personal violence and workplace protection proceedings. The object of a preliminary conference is to provide parties with the opportunity to resolve the proceeding by agreement to avoid a contested final hearing. Conferencing officers provide parties with procedural information about the progress of the proceedings to a final hearing if proceedings are not resolved.

Parties to family/personal violence proceedings are often self-represented and experiencing violence and conflict.

Preliminary conferences are conducted by shuttle.

In addition to conducting preliminary conferences, the legal officer will respond to registry enquiries, answer correspondence, conduct legal research and undertake other tasks under the direction of the senior director/deputy registrar of the Protection Unit.

Conferencing officers and the legal officer explain and provide guidance on the conference and protection proceedings process and connect parties with support services. The roles have limited delegation as a deputy registrar and authorisation under the Court Procedures Rules 2006 to exercise certain quasi-judicial functions.

They also review transcripts of proceedings prior to release.

Conferencing officers and legal officers work cooperatively as a small team to conference the daily list and respond to queries. The roles require highly developed verbal communication, negotiation and listening skills matched with the ability to establish rapport and succinctly distil and explain information.

Eligibility/other requirements:

For legal officer positions:

admission as a practitioner of the High Court or the Supreme Court of an Australian state or territory; and

At least three years post admission experience

For conferencing positions:

successful completion of a recognised mediation course or extensive experience conducting alternative dispute resolutions accreditation under the National Mediation Accreditation System, or the ability to obtain accreditation is highly desirable. A legal qualification from an Australian tertiary institution is desirable

Note The legal officer position is a full-time position. An order of merit will be established and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only.

Conferencing officers are employed on a part-time or casual basis. Conferencing officers ordinarily work between 9 am and 1 pm Monday to Friday. Conferences are conducted in person at the ACT Magistrates Court. The full-time salary will be paid pro-rata.

How to Apply: Please provide a two-page application addressing the Skills, Capabilities and the job specific criteria and a current curriculum vitae with details of two referees.

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

Contact Officer: Christopher Phillipson (02) 6205 0964 Christopher.Phillipson@courts.act.gov.au

ACT Corrective Services

Offender Reintegration

Disability and Complex Care Coordinator

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 52834)

Gazetted: 03 August 2022

Closing Date: 26 August 2022

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, suitably qualified and experienced person to fill the position of Disability and Complex Care Interventions Coordinator (HP4), within the Offender Reintegration Unit.

The successful applicant will foster a shared approach to providing pathways for people with disability, ageing, mental health and other complex needs in the justice system. Working closely with allocated case manager/s, Disability Liaison Officer/s and other relevant work units, the Disability and Complex Care Interventions Coordinator will lead the development and implementation of specialised client pathways in custody.

In addition, you will provide both organisational and individual support related to increasing capacity of individuals with complex needs within the Alexander Maconochie Centre (AMC).

Further to this, you will identify and implement actions to address systemic barriers to service delivery access for detainees with complex needs in the custodial setting and coordinate complex NDIS referrals and complex assessments to ensure detainees access required support upon release.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating sound knowledge of disability, ageing, mental health and/or relevant sectors within 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:

Postgraduate qualification in Occupational Therapy is mandatory.

- General registration with the relevant Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).
- Professional membership or demonstrated eligibility for professional membership with a relevant professional body.

Applicants must have a minimum of five years paid work employment, post qualification, in a relevant role.

Demonstrated experience and/or willingness to work with detainees is essential.

A current driver's license is essential.

The successful candidate will be required to undergo a criminal record check.

Current registration issued under the Working with Vulnerable People (Background Check) Act 2011 is required.

How to apply: Applicants are required to submit three items: (1) a one-to-three-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items. Applications should be submitted directly via the Apply Now button below.

Contact Officer: Daniella Posavec (02) 6207 3581 Daniella.Posavec@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Police Ambulance Clinician Early

Intensive Care Paramedic 2 \$109,929 - \$121,855 plus penalties, Canberra (PN: 31866, several)

Gazetted: 03 August 2022

Closing Date: 17 August 2022

Details: The ACT Ambulance Service (ACTAS) invites suitably qualified ACTAS staff to apply for an exciting opportunity to work in a multi-jurisdictional team providing care to people presenting with acute mental health episodes in the community.

Police, Ambulance, Clinician Early Response (PACER) is an initiative which focuses on paramedic, police and mental health professionals working together to achieve better outcomes for mental health consumers. The paramedic will be required to perform a physical assessment of the patient to inform decision making concerning the assessment, treatment and care of people suffering acute mental health episodes.

Currently two PACER crews per day are in operation and the successful applicants would work across both PACER crews. Current trained PACER paramedics do not need to reapply.

Successful applicants will commence shift at Ambulance and Police stations located in Belconnen and Dickson.

Successful applicants will be expected to work shift work which includes day shifts and evening shifts. It will be expected that successful applicants need to be flexible around working hours and may be required to change blocks at short notice to assist with rostering. Successful applicants will be required to participate in specific training to undertake the role. Following completion of training, successful applicants will be eligible to participate in a rolling roster of PACER shifts which are remunerated at the relevant Level 2 rates while working as part of the PACER team.

To be successful in this role, applicants will need to have strong interpersonal skills, be willing to work in a multi-disciplinary team, be able to work autonomously as a paramedic, be passionate about patient care, and have an interest and understanding of mental health care, particularly in acute presentations.

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:

Registered as a paramedic with the Australian Health Practitioner Regulation Agency (AHPRA).

Current ACT Ambulance Service paramedic is essential.

Current 'C' class driver's licence as a minimum.

Be prepared to undertake and successfully obtain a Commonwealth NV-1 security clearance to be able to work with ACT Policing (AFP).

Notes: These are temporary positions available immediately, subject to successful completion of the PACER training, for 12 months with the possibility of permanency. These positions will be filled at Ambulance Paramedic Level 2 OR Intensive Care Paramedic Level 2 depending on clinical scope. These positions depend on a rolling roster as required and the full-time salary noted above will be paid pro-rata for PACER shifts worked. 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. These positions are available to internal ACTAS paramedics only as an ACTAS Authority to Practice as a Paramedic is required. 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 one-page pitch, answering the two target questions below by reflecting on your experience and personal strengths:

PACER involves the team working as a cohesive unit to achieve optimal patient outcomes, often in complex circumstances. Describe a situation where you have needed to work with agencies external to ACTAS to problem solve, adapt, and work as a team to achieve the best outcome for a patient. Ensure you capture what happened, what you did and what the outcome was.

Leadership applies to everyone. As a senior leader of a community service frontline workforce, and considering the ACTAS Leadership Framework, what are the leadership qualities and skills you will demonstrate? Please provide an example of these in practice.

See the attached Position Description for further information about the role.

Please provide a curriculum vitae and the names of two suitable people as referees. There is an expectation that a multi-agency interview will be conducted as part of the selection process.

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

Contact Officer: Megan Davis (02) 6207 5873 Megan.Davis@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Police Ambulance Clinician Early Response Paramedic

Ambulance Paramedic 2 \$96,807 - \$108,731 plus penalties, Canberra (PN: 49744, several)

Gazetted: 03 August 2022

Closing Date: 17 August 2022

Details: The ACT Ambulance Service (ACTAS) invites suitably qualified ACTAS staff to apply for an exciting opportunity to work in a multi-jurisdictional team providing care to people presenting with acute mental health episodes in the community.

Police, Ambulance, Clinician Early Response (PACER) is an initiative which focuses on paramedic, police and mental health professionals working together to achieve better outcomes for mental health consumers. The paramedic will be required to perform a physical assessment of the patient to inform decision making concerning the assessment, treatment and care of people suffering acute mental health episodes.

Currently two PACER crews per day are in operation and the successful applicants would work across both PACER crews. Current trained PACER paramedics do not need to reapply.

Successful applicants will commence shift at Ambulance and Police stations located in Belconnen and Dickson.

Successful applicants will be expected to work shift work which includes day shifts and evening shifts. It will be expected that successful applicants need to be flexible around working hours and may be required to change blocks at short notice to assist with rostering. Successful applicants will be required to participate in specific training to undertake the role. Following completion of training, successful applicants will be eligible to participate in a rolling roster of PACER shifts which are remunerated at the relevant Level 2 rates while working as part of the PACER team.

To be successful in this role, applicants will need to have strong interpersonal skills, be willing to work in a multi-disciplinary team, be able to work autonomously as a paramedic, be passionate about patient care, and have an interest and understanding of mental health care, particularly in acute presentations.

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:

Registered as a paramedic with the Australian Health Practitioner Regulation Agency (AHPRA).

Current ACT Ambulance Service paramedic is essential.

Current 'C' class driver's licence as a minimum.

Be prepared to undertake and successfully obtain a Commonwealth NV-1 security clearance to be able to work with ACT Policing (AFP)

Three years' experience post authority to practice as an Ambulance Paramedic is preferred.

Notes: These are temporary positions available immediately, subject to successful completion of the PACER training, for 12 months with the possibility of permanency. These positions will be filled at Ambulance Paramedic Level 2 OR Intensive Care Paramedic Level 2 depending on clinical scope. These positions depend on a rolling roster as required and the full-time salary noted above will be paid pro-rata for PACER shifts worked. 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. These positions are available to internal ACTAS paramedics only as an ACTAS Authority to Practice as a Paramedic is required. 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 one-page pitch, answering the two target questions below by reflecting on your experience and personal strengths:

PACER involves the team working as a cohesive unit to achieve optimal patient outcomes, often in complex circumstances. Describe a situation where you have needed to work with agencies external to ACTAS to problem solve, adapt, and work as a team to achieve the best outcome for a patient. Ensure you capture what happened, what you did and what the outcome was.

Leadership applies to everyone. As a senior leader of a community service frontline workforce, and considering the ACTAS Leadership Framework, what are the leadership qualities and skills you will demonstrate? Please provide an example of these in practice.

See the attached Position Description for further information about the role.

Please provide a curriculum vitae and the names of two suitable people as referees. There is an expectation that a multi-agency interview will be conducted as part of the selection process.

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

Contact Officer: Megan Davis (02) 6207 5873 Megan.Davis@act.gov.au

ACT Corrective Services

Operational Support

Program Management Office

Director, Project Delivery and Director, Alexander Maconochie Centre (AMC) Smoke Free Project

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58069, several)

Gazetted: 29 July 2022

Closing Date: 16 August 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill two vacant positions in the Program Management Office (PMO), within Operational Support. The Director, Project Delivery (SOGB) and the Director, Alexander Maconochie Centre (AMC) Smoke Free Project (SOGB).

The Director, Project Delivery, is a permanent vacancy. The successful applicant will manage the delivery of selected projects and programs for ACTCS in line with PMO frameworks and processes. Initially the Director, Project Delivery will be dedicated to managing the ACTCS Blueprint for Change program and associated projects. In addition, you will have general support from the PMO, including provision of processes, tools, templates, and secretariat functions and may also supervise a small team including Project Officers, who will provide project management support and contribute to completion of project deliverables.

The Director, Alexander Maconochie Centre (AMC) Smoke Free Project is a temporary vacancy, available for up to 12 months. As a critical, large scale project in the Blueprint Reform Program, the successful applicant will manage the delivery of the AMC Smoke Free project for ACTCS in line with PMO frameworks and processes.

Further to this, you will work closely with the ACTCS Project delivery team, who have responsibility for the implementation of the Blueprint Reform Program, and will also have general support from the PMO, including provision of processes, tools, templates, and secretariat functions.

To be successful, applicants will possess high level skill and experience in project/program management (including managing multiple projects of varying complexity), high level skill and experience in leading business change initiatives and exceptional communication and interpersonal skills. In addition, you will demonstrate strong leadership and management.

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 in project management or certification in Projects IN Controlled Environments (PRINCE2) and/or Project Management Body Of Knowledge (PRMOK) or equivalent experience would be highly desirable.

Experience in Corrective Services and/or the justice sector is desirable.

The successful candidate will be required to undergo criminal record check.

The successful candidate will be required to have a Working with Vulnerable People Card.

Notes: The Director, Project Delivery, is a permanent vacancy. The Director, Alexander Maconochie Centre (AMC) Smoke Free Project is a temporary vacancy, available for up to 12 months.

How to Apply: To apply, applicants are required to submit two 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; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Jordan Saragih (02) 6205 3082 Jordan.Saragih@act.gov.au

Community Safety

ACT Emergency Services Agency

Corporate Services / Operational Services

Executive Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58060)

Gazetted: 29 July 2022

Closing Date: 12 August 2022

Details: The Emergency Services Agency is seeking a talented individual to provide executive support to the Assistant Commissioner Corporate and the Assistant Commissioner Operations. The successful applicant will be responsible for the efficient and cohesive day to day management and coordination of both Assistant Commissioner's offices. If you are super organised, self-motivated and enjoy working in a fast paced and dynamic environment, you will excel in this position. Ideally you will have sound communication and negotiation skills and have well developed customer services skills. Experience in project management skills would be an advantage to support the delivery of key initiatives. This position works closely with the Office of the Commissioner to ensure the alignment of the Agency's key priorities and deliverables.

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/Requirements

Previous experience supporting senior government executives in a high paced, dynamic environment is highly desirable.

Experience in emergency management is considered to be an advantage but not essential.

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

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: Please submit a two-page pitch outlining your skills and experience as they relate to the selection criteria. Please also attach your current curriculum vitae, including the names of two referees who can attest to your claims against the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wayne Phillips (02) 6207 3092 Wayne.Phillips@act.gov.au

Legislation, Policy and Programs

Civil And Regulatory Law Branch

General Civil Law, Housing and Consumer Protection Team and Access to Justice Team

Senior Policy Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 35620, several)

Gazetted: 29 July 2022

Closing Date: 12 August 2022

Details: Legislation, Policy and Programs Division advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory, including the administration of the justice system, and develops and administers a variety of justice and community safety initiatives.

The Civil and Regulatory Law Branch develops and implements policy and legislation on a broad range of civil, administrative, and commercial law topics, including administrative law, human rights, privacy, discrimination, consumer law, property law, courts and tribunal policy, legal assistance planning and the regulation of liquor, gaming and racing industries.

Under the broad direction of a Senior Manager, the Senior Policy Officer will provide leadership and manage an extensive workload; prepare high quality briefs, submissions and correspondence, including for the Attorney-General, Minister for Consumer Affairs, and Special Minister of State on complex technical policy issues; develop and manage legal policy projects across government and with the community; and develop and promote positive relationships with key stakeholders.

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

Notes: There are several temporary positions available immediately for six months.

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than one page addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, and a current curriculum vitae including the details of two referees.

Applications should be submitted directly to the Contact Officer.

Contact Officer: Nadia Marjan (02) 6207 9655 Nadia.Marjan@act.gov.au

Corporate Services

Chief Information Office

Senior Director, Chief Information Office

Senior Officer Grade A \$157,201, Canberra (PN: 50924)

Gazetted: 29 July 2022

Closing Date: 23 August 2022

Details: Do you enjoy delivering in a dynamic, collaborative environment in support of key services to the community and government?

The Chief Information Officer (CIO) branch is seeking a highly motivated, industry professional to fill the position of Senior Director, CIO branch, Corporate Services Group, Justice and Community Safety Directorate. The Senior Director, CIO branch will be responsible for providing support to the CIO in developing and implementing the JACS ICT Strategic Plan, which will include:

forecasting and monitoring demand across the ICT portfolio

developing and maintaining JACS Enterprise / IT Architecture

developing roadmaps for changes to the ICT landscape to ensure business needs are supported and investment maximised

monitoring and reporting on ICT controls at an enterprise level and driving improvements to mitigate risk in line with the ACT Government Cyber Security Policy

identifying opportunities for improvement and risk mitigation across the ICT landscape, and

driving a centralised view of the JACS' portfolio of ICT systems, services, programs and projects.

The Senior Director, CIO branch will also cultivate and nurture relationships with the diverse range of JACS business units, other ACT Government agencies and Statutory authorities.

Eligibility/Other Requirements:

Ability to obtain a baseline security clearance

Relevant industry or tertiary qualifications with 10 years' experience in IT Architecture, solution design, IT Security, or the management and governance of an ICT portfolio is highly desirable.

A driver's licence is desirable.

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

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

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

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

Contact Officer: Alexandria Furlong (02) 6205 0542 Alexandria.Furlong@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

Executive Group Manager, Infrastructure Delivery Partners

Temporary Vacancy (asap for three months with possibility of extension up to six months)

Major Projects Canberra

Infrastructure Delivery Partners

Position: E743

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 4 August 2022

The position of Executive Group Manager, Infrastructure Delivery Partners leads the Infrastructure Delivery Partners Group, comprised of the Civil, Commercial and Social Branches. This position is responsible for ensuring the efficient and effective procurement and delivery of IDP's projects within Major Projects Canberra, as well as managing the reporting aspects of ACT Government Capital Works programs, on behalf of and in partnership with ACT Government directorates and agencies.

In this role, your primary responsibilities are:

- Conducting and delivering outcomes for infrastructure projects in the Territory to contractual and financial close, including specifically any project procured under integrated delivery models under The Capital Framework, including Design Construct Maintain Operate ("DCMO") and PPP.
- Leading the IDP group according to sound corporate governance principles and practices, specifically in relation to communication, negotiation, influencing and persuading, representation and conflict resolution.
- Providing expert advice to the Chief Project Officer, Head of Service, Ministers and Cabinet on infrastructure projects in the Territory and the Government's Infrastructure Plan.
- Leading decision making on all aspects of major infrastructure projects and managing significant construction contract matters including safety incidents, contract disputes and acting as the principal's senior executive.
- This position does involve direct and indirect supervision of approximately 130 staff.

Eligibility/Other Requirements:

- Relevant tertiary qualifications in relevant area(s) of engineering, architecture or building and construction are mandatory.
- Over 10 years previous executive level experience working in project delivery across the public and private sectors would be highly regarded.

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 three pages addressing your suitability against the selection criteria, executive capabilities and the job specific criteria, a current curriculum vitae, contact details of two referees and copies of relevant qualifications to Kylie Bailey via email, Kylie.Bailey@act.gov.au by COB Friday 12 August 2022.

Note: This position is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$294,706 - \$307,869 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,249.

Contact Officer: Kylie Bailey (02) 6205 4570 Kylie.Bailey@act.gov.au

Infrastructure Delivery Partners

Executive Branch Manager, Civil Infrastructure Branch

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E668)

Gazetted: 02 August 2022

Closing Date: 16 August 2022

Details: Major Projects Canberra leads the procurement and delivery of the ACT Government's infrastructure program. It does this in partnership with other Directorates.

The Civil Infrastructure Branch within the Infrastructure Delivery Partners (IDP) in Major Projects Canberra is responsible for the effective and efficient development and delivery of civil construction projects with a focus on safety, value for money and collaboration. This approach is applied across the asset lifecycle from feasibility assessment and engineering design to construction, asset handover, and financial completion.

The position of Executive Branch Manager, Civil Infrastructure Branch reports to the Executive Group Manager IDP and is responsible for ensuring the efficient and effective planning, procurement, contract administration and delivery of civil infrastructure projects. As well as supporting the reporting aspect of ACT Government Capital Works programs, on behalf of and in partnership with partner ACT Government directorates.

Eligibility/Other Requirements:

- Extensive industry expertise at a senior level delivering high value projects with complex, and sometimes competing, objectives – preferably in the civil infrastructure sector.
- Extensive knowledge of managing high-risk, complex infrastructure projects, with demonstrated capabilities in managing commercial interactions with contractors.
- Appropriate management qualifications and/or significant management and leadership experience, and knowledge of government procurement and contract requirements.
- Formal degree level qualifications in Civil Engineering are highly desirable.

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

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

How to Apply: To obtain the Information for Candidates, please email applications.australia@ngs-global.com, quoting J16012. If further information is required after reviewing documentation, please visit: <https://www.act.gov.au/majorprojectscanberra/home> or contact Grant Nichol, or Mark Lelliott at NGS Global on +61 3 8626 0600 or 1300 138 863.

To apply, send a cover letter and curriculum vitae to applications.australia@ngs-global.com. Applications close 5.00 PM, Tuesday, 16th August 2022. A concurrent search is being undertaken.

Contact Officer: Grant Nichol, or Mark Lelliott (03) 8626 0600 applications.australia@ngs-global.com

Light Rail

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57774)

Gazetted: 01 August 2022

Closing Date: 14 August 2022

Details: Do you like a challenge and want to be a key part of a fast paced, high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Executive Assistant is responsible for providing high-level executive and administrative support to Light Rail's Executive Branch Manager (EBM), Technical Development and Senior Director, Commercial. Working closely with the executive support team, under limited supervision, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence, and manage the diaries of the EBM's including appointment bookings, meetings and preparation of travel arrangements for the broader team.

In addition, the Executive Assistant will provide administrative support in preparing meeting agendas and minutes, reports, briefs as well as the preparation of ministerial correspondence. The role requires an ability to prioritise

while supporting a diverse team with variable requirements. The successful candidate will have a high level of independence and impartiality.

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/Requirements

Understanding of public service agency operations, and business processes as related to government initiatives, policies and procedures.

Experience in the use of Microsoft Office applications is desirable.

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

Selection may be based on application and referee reports only.

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 via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@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

Deputy Director-General City Services

Temporary Vacancy (18 August 2022 – 25 November 2022)

Transport Canberra and City Services

City Services

Position: E868

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 3 August 2022

Transport Canberra and City Services are seeking an experienced leader to fill the position of Deputy Director-General City Services, commencing 18/8/2022 - 25/11/2022, this order of merit will be used for the following twelve months to fill any vacancy in this role during this time.

Reporting to the Director-General and working collaboratively with the Executive team, the Deputy Director-General is accountable for road operations, capital works delivery, city maintenance and services, ACT NOWaste, Yarralumla Nursery, Canberra cemeteries, Capital Linen Service and Libraries ACT.

The Deputy Director-General will demonstrate an excellent customer service record and the financial and asset management skills to operate under a limited budget. The successful applicant will have the ability to deliver outcomes using innovative solutions to root problems that may impede success.

The Deputy Director-General must have thorough understanding and knowledge of the ACT Government's longer term strategic ambition.

They will have the ability to appeal to the community to provide the comfort that projects and decisions have a sound rationale behind them. They will also be able to conceptualise the necessary steps and work required for projects in order to prioritise effectively and meet timeframes.

- Extensive staff and financial management of such elements as city amenity maintenance and the delivery and management of road infrastructure
- Performing duties in the midst of heightened public expectations for amenities and services in Canberra as well as limited funding
- Ensuring target levels of customer satisfaction are met for city services whilst advocating transformative strategies and public safety
- Liaising with the Minister for Transport and Municipal Services to address amenity complaints
- Minimising media scrutiny directed at the Minister by ensuring city services are managed to a quality standard

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Jim Corrigan via email, jim.corrigan@act.gov.au by COB Wednesday 10 August 2022.

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

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: Jim Corrigan (02) 6207 5819 jim.corrigan@act.gov.au

Territory and Business Services

Libraries ACT

Disability Inclusion and Learning Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 22197)

Gazetted: 29 July 2022

Closing Date: 16 August 2022

Details: This role will work with the community to identify literacy, social and access needs and facilitate the provision of services, facilities and programs relevant to people with a disability. The role will work with community partners, government agencies and people with a disability to deliver equity of access and inclusion. The role has the capacity to work from home with mandatory days working within a designated library branch (to be negotiated) in support of the delivery of related library services for people with a disability.

Libraries change lives and Libraries ACT's vision is Literacy and Learning for life. The library delivers traditional book-based services as well as many learning programs and opportunities for the community to come together. Based across 11 sites, the library is integral to Canberra's literacy, self-education and lifelong learning, social inclusion, digital inclusion and citizenship. It is a vibrant service that is constantly re-inventing itself to meet emerging community needs and expectations.

Eligibility/Other Requirements:

Tertiary qualifications and demonstrated experience in community development and/or disability services or similar are desirable.

Demonstrated ability to engage with people with a disability and the organisations that represent them and implement projects that support inclusion.

Ability and willingness to work in a library branch delivering related library services for people with a disability and the ability to meet the physical requirements of the job.

Notes: This is an Identified position for people with a disability. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months

How to Apply: Please address selection criteria in full and submit with an up-to-date curriculum vitae.

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

Contact Officer: Karen York (02) 6207 9321 Karen.York@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.

City Services Executive

Employee Engagement Office

General Service Officer Level 10 \$91,315 - \$104,509, Canberra (PN: 23241)

Gazetted: 02 August 2022

Closing Date: 16 August 2022

Details: 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 have opportunities available in a wide range of teams, all doing their part to help us achieve our mission of delivering connected services to the people of Canberra. You can help us improve our parks, ponds and public open spaces through horticulture, mowing and maintenance; boost Canberra's sustainability through recycling and waste programs; and help our city be better connected through building and managing roads, footpaths, cycle paths and our integrated public transport network including buses and light rail. You can help us champion literacy and learning through our public libraries, ensure animal welfare and safety through our domestic animal services, and bring your skills to commercial operations that we oversee including Yarralumla Nursery, ACT Public Cemeteries and Capital Linen. We also need those with great technical, business, creative and people skills to help us plan, support and communicate the great work that we do.

TCCS is a value-based organisation where all employees are expected to embody the core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours. Join our team of over 2000 employees already at work in one of our 50+ locations across Canberra and help us shape our city for tomorrow. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available from the 4th of September 2022 until the 29th of September 2023.

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.

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: Vanessa Althorp (02) 6207 7352 Vanessa.Aldorp@act.gov.au

City Services

Road ACT

Works

Senior Director, Works

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 58019)

Gazetted: 02 August 2022

Closing Date: 23 August 2022

Details: Roads ACT is seeking a dynamic candidate to be a part of the Roads ACT Senior Management team to lead and provide technical management and strategic direction in the development and provision of diverse services throughout the ACT. 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. The Works business unit undertakes predominantly in-house work, providing a 24/7 incident response service, street sweeping, lines and signs, roadside furniture, road grading and asphalt.

This role is wholly directly engaged in the development, delivery, management, operations, and maintenance of major/significant infrastructure programs. The position is responsible for managing high risk multibillion dollar assets to achieve government policy 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:

Bachelor of Civil Engineering is essential.

Experience in infrastructure related and/or construction industry is desirable (10 years).

Experience in management of field staff is desirable.

White Card and Asbestos Awareness is essential.

Traffic Management Design Certification is essential, though may be achieved within six months of appointment.

Permanent resident of Australia.

Driver's licence (C-Class) is essential.

This position requires a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

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

How to apply: A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description, a current curriculum vitae and contact details of at least two referees.

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

Contact Officer: Ken Marshall (02) 6207 4418 Ken.Marshall@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.

Assistant Director, Solution Design and Delivery

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38476)

Gazetted: 29 July 2022

Closing Date: 16 August 2022

Details: Join Transport Canberra and City Services as we deliver quality services that make Canberra a great place to live. 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 value our people, we support diversity and we strive to be a great place to work.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

Eligibility/Other requirements:

Tertiary or other qualifications relevant to the position are highly desirable.

Skills, knowledge and experience in large procurement processes would be desirable

A Driver's licence is useful but not essential.

There is a requirement to wear personal protective equipment (PPE) including high visibility clothing and to conform to environmental and other waste and recycling site safety when visiting waste management sites.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position operates in a hybrid environment, including activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria (What You Require). The combined response to the Selection Criteria should be no more than four pages in length.

Please provide two (2) referee contact details on the application.

Please note: if you are successful in being shortlisted for an interview, the selection process will then include a short written task to address Selection Criteria 4.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Kitchin (02) 6207 7623 Margaret.Kitchin@act.gov.au

City Services

City Presentation

Licensing and Compliance

Operations Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 21704, several)

Gazetted: 29 July 2022

Closing Date: 12 August 2022

Details: Licensing and Compliance (LandC) is seeking two highly motivated people to help lead their two primary compliance teams City Rangers and Compliance Targeting Team. The role of the Operations Managers is to directly supervise compliance officers and support the Assistant Director – Compliance, in effectively regulating and administering the various statutory functions for which TCCS is responsible.

Currently based at Reid, you will be responsible for:

Ensuring the effective operation of the team, including the development of operational plans.

Leading and motivating staff and ensuring the work environment is conducive to team building, mutual support and cooperation amongst staff.

Gathering and analysing statistics and other intelligence to inform the effective deployment of resources.

In conjunction with the Assistant Director – Compliance, developing innovative processes and procedures to enhance the strategic direction and regulatory functions of LandC.

Administering and reviewing relevant legislation.

Developing and implementing on the job training and reporting on training needs to the Assistant Director for Compliance.

Developing and implementing a staff development plan for every staff member including assisting staff to reach or surpass the core competencies of their roles.

Developing (or adapting existing programs) and implementing programs focused on respect, equity, workplace diversity, industrial democracy, and workplace health and safety.

Representing LandC and establishing, developing and maintaining positive working relationships with key external bodies, including other ACT and Commonwealth Government agencies, stakeholders and community organisations.

Operating within an Activity Based Working environment, with the ability to work remotely, such as at home as required. Assisting with operational duties and support the LandC Team as required.

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

Eligibility/Requirements

Mandatory:

Permanent Resident of Australia.

Driver's licence Class 'C' or higher Driver's License is essential.

This position does require a pre-employment medical check

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

This position does require a police criminal check.

Workplace Health and Safety Induction (White Card) or willingness to obtain; [General Construction Induction Card \(White Card\)](#)

Willingness to wear a uniform.

Desirable:

Demonstrated experience in working in a regulatory/compliance environment.

Certificate IV in Government Investigation or equivalent or an ability to obtain within 12 months of employment.

Current First Aid Certificate.

Experience working in a fast-paced office environment.

Excellent verbal and written communication skills.

Excellent administrative skills.

Excellent organisational skills.

Strong operational knowledge of office and field-based information technology

Notes: These are several permanent positions available.

Selection may be based on application and referee reports only.

An order of merit list may be established to fill future vacancies at level over the next 12 months.

Please note, 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 statement of no more than two pages addressing the 'What You Require' section in the Position Description including Behavioural Capabilities

A current curriculum vitae

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: Sean Sloan (02) 6205 8291 Sean.Sloan@act.gov.au

APPOINTMENTS

ACT Health

Senior Information Technology Officer Grade B \$135,355 - \$152,377

Nithin Balakrishnan, Section 68(1), 3 August 2022

Information Technology Officer Class 2 \$91,315 - \$104,509

Peter Lamb, Section 68(1), 19 July 2022

ACT Teacher Quality Institute

Administrative Services Officer Class 5 \$84,749 - \$89,705

Joshua Inman, Section 68(1), 26 August 2022

Canberra Health Services

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Shaik Amair, Section 68(1), 27 July 2022

Technical Officer Level 1 \$62,599 - \$65,631

Claudia Apps, Section 68(1), 1 August 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Jordan Barrett, Section 68(1), 3 August 2022

Health Service Officer Level 4 \$57,149 - \$59,336

Mitchell Beissner, Section 68(1), 1 August 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Jacqueline Bennett, Section 68(1), 1 August 2022

Senior Officer Grade C \$114,928 - \$123,710

Luke Bennett, Section 68(1), 1 August 2022

Technical Officer Level 1 \$62,599 - \$65,631

Sharon Chen, Section 68(1), 1 August 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Helen Daly, Section 68(1), 28 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Srijana Deo, Section 68(1), 4 August 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Celeste D'Lima, Section 68(1), 4 August 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Daniel Driver, Section 68(1), 4 August 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Fatma Fofanah, Section 68(1), 3 August 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Debra Henry, Section 68(1), 29 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Tori Hobbs, Section 68(1), 25 July 2022

Assistant in Nursing \$55,927 - \$57,820

Holly Jalland, Section 68(1), 4 August 2022

Registered Nurse Level 3.1 \$115,743 - \$120,506

Jijesh Jayarajan, Section 68(1), 4 August 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Ashmina KC, Section 68(1), 4 August 2022

Health Professional Level 2 \$70,679 - \$97,028

Eva Kline, Section 68(1), 1 August 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Lorraine Ladia, Section 68(1), 2 August 2022

Health Professional Level 2 \$70,679 - \$97,028

Chinn Yun Lim, Section 68(1), 1 August 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Hannah Lopez, Section 68(1), 27 July 2022

Senior Officer Grade C \$114,928 - \$123,710

Tiina Mann, Section 68(1), 1 August 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Patrick McMahon, Section 68(1), 2 August 2022

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Rohan Neale, Section 68(1), 26 July 2022

Health Professional Level 2 \$70,679 - \$97,028

Jessica Page, Section 68(1), 1 August 2022

Registered Nurse Level 2 \$100,957 - \$107,000

Esi Paintsil, Section 68(1), 1 August 2022

Health Professional Level 2 \$70,679 - \$97,028

Esther Park, Section 68(1), 4 August 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Mischelle Perez, Section 68(1), 4 August 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Young Rha, Section 68(1), 4 August 2022

Senior Officer Grade C \$114,928 - \$123,710

Joanne Salmon, Section 68(1), 1 August 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Jann Sarmiento, Section 68(1), 28 July 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Ambreen Sidhu, Section 68(1), 3 August 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Thyaga Thelge, Section 68(1), 3 August 2022

Infrastructure Officer 3 \$115,193 - \$126,450

Myles Trew, Section 68(1), 1 August 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Kiran Upadhyay, Section 68(1), 27 July 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Timothy John Frommer, Section 68(1), 04 August 2022

Canberra Institute of Technology

General Service Officer Level 3 \$53,867 - \$55,873

Joshua Ciminelli, Section 68(1), 8 August 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Jagdeep Grewal, Section 68(1), 28 July 2022

Professional Officer Class 2 \$91,315 - \$104,509

Katrina Henderson-Brooks, Section 68(1), 2 August 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Asher Adu, Section 68(1), 4 August 2022

Senior Officer Grade C \$114,928 - \$123,710

Donald Christopher, Section 68(1), 28 July 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Bianca Davis, Section 68(1), 29 July 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Varun Deswal, Section 68(1), 1 August 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Pauline Druett, Section 68(1), 29 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Camila Espinoza Oyarce, Section 68(1), 29 July 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Adrian Hall, Section 68(1), 1 August 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Qi Jiang, Section 68(1), 3 August 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Nathan Keen, Section 68(1), 29 July 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Rahul Kotha, Section 68(1), 29 July 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Michelle Lawrence, Section 68(1), 28 July 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Olga Macal, Section 68(1), 1 August 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Marijana Miletic, Section 68(1), 29 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Jean-Marie Nshimirimana, Section 68(1), 1 August 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Manmeet Singh, Section 68(1), 1 August 2022

Professional Officer Class 2 \$91,315 - \$104,509

Sophie Stanwell, Section 68(1), 1 August 2022

Senior Officer Grade C \$114,928 - \$123,710

Grace Wang, Section 68(1), 1 August 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Julian Young, Section 68(1), 3 August 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Chunxiao Zhang, Section 68(1), 2 August 2022

Community Services

Administrative Services Officer Class 6 \$91,315 - \$104,509

Jessica Barker, Section 68(1), 29 July 2022

Senior Officer Grade C \$114,928 - \$123,710

Kali Griffin, Section 68(1), 29 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Alessandra Miranda, Section 68(1), 29 July 2022

Education

Administrative Services Officer Class 4 \$76,255 - \$82,566

Vincenza Beer, Section 68(1), 4 August 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Megan Campbell, Section 68(1), 27 July 2022

Senior Officer Grade C \$114,928 - \$123,710

Meghana Pachika, Section 68(1), 1 August 2022

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

Ainsley Tennant, Section 68(1), 27 July 2022

Health Professional Level 2 \$70,679 - \$97,028

Ngoc-Tram Tran, Section 68(1), 27 July 2022

Senior Officer Grade B \$135,355 - \$152,377

Michael Wensing, Section 68(1), 28 July 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 5 \$84,749 - \$89,705

Jason Davis, Section 68(1), 1 August 2022

Justice and Community Safety

Administrative Services Officer Class 3 \$68,685 - \$73,920

Thavarajah Devaprakash, Section 68(1), 29 July 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Sascha Dilger, Section 68(1), 27 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Beth Eichmann, Section 68(1), 29 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Liam Harrington, Section 68(1), 20 July 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Irene Lopez, Section 68(1), 3 August 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Liliana Lopez Paredes, Section 68(1), 3 August 2022

Prosecutor Grade 5 \$182,406 - \$193,395

Anne Morrisroe, Section 68(1), 29 July 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Brianna Partington, Section 68(1), 28 July 2022

Senior Officer Grade A \$157,201

Naomi Reiner Gould, Section 68(1), 1 August 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Tracey Rosenboom, Section 68(1), 28 July 2022

Correctional Officer Class 1 \$69,433 - \$82,797

Lualua Vailoaloa, Section 68(1), 20 July 2022

Infrastructure Officer 3 \$115,193 - \$126,450

Bharathkulasingham Vejeyakulasingam, Section 68(1), 29 July 2022

Major Projects Canberra

Senior Officer Grade C \$114,928 - \$123,710

James Mebberson, Section 68(1), 3 August 2022

Infrastructure Officer 2 \$91,428 - \$105,186

Lorraine Tsipiras, Section 68(1), 1 August 2022

Transport Canberra and City Services

Infrastructure Officer 2 \$91,428 - \$105,186

Shannon Connelly, Section 68(1), 2 August 2022

Bus Operator – Training \$74,582

Kelli Ingram, Section 68(1), 16 July 2022

Capital Linen Service Band 9 \$135,355 - \$152,378

Michael Jeremenko, Section 68(1), 29 July 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Dipak Shrestha, Section 68(1), 4 August 2022

General Service Officer Level 5/6 \$59,713 - \$65,718

Barbara Simpson, Section 68(1), 12 July 2022

Senior Officer Grade C \$114,928 - \$123,710

Mike Stelzig, Section 68(1), 28 July 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Richard Zatschler, Section 68(1), 1 August 2022

TRANSFERS

Canberra Health Services

Payal Singh

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 38021) (Gazetted 21 February 2022)

Education

Patrick Maloney

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Education, Canberra (PN. 54660) (Gazetted 8 October 2021)

Eden Roberts

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Education, Canberra (PN. 54659) (Gazetted 8 October 2021)

Justice and Community Safety

James Murphy

From: Correctional Officer Class 1 69433

Justice and Community Safety

To: Correctional Officer Class 1 \$69,433 - \$82,797

Justice and Community Safety, Canberra (PN. 13297) (Gazetted 22 November 2021)

PROMOTIONS

ACT Health

Digital Solutions Division

Technology Operations

Support, Diagnostic and Integration Systems Hub

Jonathan Burdin

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health, Canberra (PN. 58172) (Gazetted 24 May 2022)

Digital Solutions Division

Technology Operations

Support, Diagnostic and Integration Systems Hub

Jis Johnson

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health, Canberra (PN. 58171) (Gazetted 24 May 2022)

Canberra Health Services

Canberra Health Services

Jacqueline Boucher

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. 41417) (Gazetted 29 June 2022)

Anamika Dass

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Midwife Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 26040) (Gazetted 23 May 2022)

Sreeraj Edakkattil Govindaprabhu

From: Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 29394) (Gazetted 21 June 2022)

Sarah French

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Midwife Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 22376) (Gazetted 2 June 2022)

Jessica Little

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. 58059) (Gazetted 30 March 2022)

Jitha Pawothil Abraham

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 22215) (Gazetted 15 June 2022)

Claire Speer

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 58343) (Gazetted 29 April 2022)

Neil Thomas

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 14915) (Gazetted 6 June 2022)

Chief Minister, Treasury and Economic Development

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Leigh Aveyard

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 2 \$91,428 - \$105,186

Chief Minister, Treasury and Economic Development, Canberra (PN. 23239) (Gazetted 24 May 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.

Corporate

Corporate Management

Corporate and Coordination Services

Robyn-Lee Burger

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. 33774) (Gazetted 23 September 2021)

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities

Matthew Carson

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 05096) (Gazetted 10 March 2022)

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities

Maarten Cuff

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 18348) (Gazetted 10 March 2022)

Policy and Cabinet

Kieran Ives

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 04828) (Gazetted 14 February 2022)

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities

Daniel Kinnish

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 58263) (Gazetted 10 March 2022)

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities

Leo Laohoo

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 16862) (Gazetted 10 March 2022)

Access Canberra

Corporate Support and Capability

Gambling and Harm Prevention

Dylan McGee

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. 38536) (Gazetted 3 December 2021)

Access Canberra

Fair Trading and Compliance

Dinesh Naidu

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development, Canberra (PN. 18934) (Gazetted 3 June 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.

Access Canberra

Licensing and Registration

Transport Licensing

Belinda Raczowski

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 02498) (Gazetted 24 November 2021)

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Hariharan Sivasankaran

From: Infrastructure Officer 1 \$75,792 - \$89,551

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 2 \$91,428 - \$105,186

Chief Minister, Treasury and Economic Development, Canberra (PN. 35130) (Gazetted 24 May 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.

Digital, Data and Technology Solutions

ACT Data Analytics Centre

Data Policy and Service Design

Thomas Whitting

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. 40124) (Gazetted 7 June 2022)

Community Services

Housing ACT

Policy and Business Transformation

Housing and Homelessness Policy

Cheyenne Cadence

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 18197) (Gazetted 6 May 2022)

Education

School Improvement

Scott Eastburn

From: School Leader C \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 58257) (Gazetted 22 April 2022)

System Policy and Reform

Education and Care, Regulation and Support

Non-government Education

Jadranka Lulic

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 57858) (Gazetted 23 June 2022)

Service Design and Delivery

Digital Strategy, Services and Transformation

Skye Metherell

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 44263) (Gazetted 7 June 2022)

Service Design and Delivery

Student Engagement

Hannah Millard

From: Health Professional Level 1 \$66,285 - \$86,842

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Education, Canberra (PN. 54658) (Gazetted 8 October 2021)

Major Projects Canberra

Project Development and Support

Ministerial, Governance and Corporate Support

Daisy Baker

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Major Projects Canberra

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Major Projects Canberra, Canberra (PN. 45253) (Gazetted 23 June 2022)

Infrastructure Delivery Partners

Commercial

Kanchan Dhuri

From: Infrastructure Officer 2 \$91,428 - \$105,186

Major Projects Canberra

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Major Projects Canberra, Canberra (PN. 58229) (Gazetted 5 August 2021)

Office of the Legislative Assembly

Office of the Clerk

Jayden Evett: 00783

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Office of the Legislative Assembly

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Office of the Legislative Assembly, Canberra (PN103) (Gazette 23 June 2022)

Transport Canberra and City Services

City Services

City Presentation

Place Management

Jake Masters

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services, Canberra (PN. 33885) (Gazetted 6 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Place Management

Sheree Shepherd

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services, Canberra (PN. 41009) (Gazetted 6 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Worksafe ACT

WorkSafe ACT

General Inspectorate

Kurt Kuehl

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

Worksafe ACT, Canberra (PN. 51515) (Gazetted 8 June 2022)