

OFFICIAL



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 19 January 2023**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

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

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

#### Digital Solutions Division

##### Technology Operations

##### Support, Architecture and Software Hub/Digital Solutions Support

##### Assistant Director, Digital Solutions Support

##### Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44336)

Gazetted: 24 January 2023

Closing Date: 7 February 2023

Details: Are you an ICT Professional with proven experience working in a diverse, fast-paced environment? Are you up for a challenge? Do you have experience in managing a dynamic team providing ICT and business support services as part of a 24/7 service desk environment?

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to temporarily fill the Assistant Director, Digital Solutions Support (DSS) role in the Technology Operations Branch. The role is responsible for the day-to-day management of the Digital Solutions Support service desk team, identifying and implement process improvements and developing, implementing, and maintaining proactive user engagement strategies to resolve user issues in a timely manner.

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

Highly desirable:

Experience in the management of Health IT applications

Extensive experience in the support and administration of ICT systems

Qualifications in ITIL or extensive experience working in an ITIL environment.

Notes: This is a temporary position available immediately for 12 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application only.

When required, this position will be required to provide technical support outside of usual business hours for emergency or urgent issues. This will be using either on-call or emergency overtime arrangements.

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

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

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

#### Office of the Director-General

##### Ministerial and Government Services

##### Directorate Liaison Officer

##### Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 24807)

Gazetted: 23 January 2023

Closing Date: 6 February 2023

Details: The ACT Health Directorate has an exciting opportunity available for an enthusiastic and well organised individual to undertake the role of Directorate Liaison Officer (DLO).

The DLO position is critical to the Directorate and is a conduit between the Ministerial Offices and the Directorate, ensuring accurate and efficient progression of information. The role progresses a high volume of briefings and information on a daily basis in a dynamic and often high-pressure environment.

If you are a person who thrives in a busy environment and enjoys managing multiple matters at any given time, please reach out to the contact officer for more information on the role.

Please note this role is based in the Legislative Assembly and supports two ministerial offices, as such the successful applicant will be required to attend the office four days per week, attendance at the Directorate's Woden office will also be encouraged at times.

Eligibility/other requirements:

Experience and understanding of ACT Government Cabinet, Assembly, and machinery of government processes is essential for this role.

Experience in the use of HPE Content Manager (TRIM) and Objective as electronic records management systems are highly desirable.

Notes: This is a temporary position available from 1 March 2023 until 01 March 2024. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: To apply for this position please submit your current curriculum vitae, and a two-page pitch responding the Technical Skills and Knowledge and Behavioural Capabilities as outline in the position description.

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

Contact Officer: Catherine Ellis 0466 922 505 Catherine.Ellis@act.gov.au

### **Digital Solutions Division**

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

#### **Portfolio Management**

#### **Portfolio Management Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37529)**

Gazetted: 20 January 2023

Closing Date: 3 February 2023

Details: The Digital Solutions Division within ACT Health is seeking to recruit a motivated and experienced Portfolio Management Officer. The Portfolio Management Office (PMO) is responsible for the delivery of project, program and portfolio management (P3M) functions to support the Division's delivery of the Digital Health Strategy. As a Division we are committed to delivering quality technology solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

Under the direction of the Director PMO, the Officer is responsible for the coordination of requests and activities across Portfolio Management. With a flexible and helpful approach the officer will manage multiple priorities to support PMO functions including quality assurance activities, maintenance of frameworks, portfolio reporting processes and independent oversight of the delivery of new technology capabilities.

To be successful, the Portfolio Management Officer must have:

demonstrated project management knowledge and understanding of the P3M Delivery Frameworks

excellent communication skills interacting with diverse range of key stakeholders and staff

sound managerial skills and practices

proven time management and organisational skills with the ability to multitask and work under pressure.

Eligibility/other Requirements: This permanent position requires an Australian Government Negative Vetting Level 1 (NV1) Security Clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for NV1 Security Clearance, you must be an Australian citizen. If you are not successful in obtaining a security clearance, your employment in the role will not commence, or if commenced, your employment will be terminated.

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

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

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

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

### **Digital Solutions Division**

#### **Technology Operations**

#### **Security Hub**

#### **Cyber Security Officer**

#### **Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 45438)**

Gazetted: 20 January 2023

Closing Date: 3 February 2023

Details: Are you an ICT Professional with experience working in a diverse, fast-paced environment? Do you have a passion for Cyber security and good technical skills?

Digital Solutions Division (DSD) is looking for a qualified individual to join the Security Hub's Cyber Team. Within this team your main focus will be supporting the governance, compliance and risk activities within the hub. You will directly contribute to securing the ACT health directorate's ICT systems, which are used across the territory in the delivery of healthcare.

The Digital Solutions Division is committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. The Digital Solutions Division is responsible for:

the implementation and support of the Digital Health Strategy,  
management of technology services and projects,  
the development and implementation of a performance reporting framework,  
statutory and intergovernmental reporting requirements,  
management of the relationship and services delivery by technology vendors and shared services partners,  
development, implementation and maintenance of technology policies and procedures,  
information management and information security, and  
delivery of ICT infrastructure for new and refurbished health facilities.

You will join the directorate at a time of tremendous change and opportunity, with ACT Health undertaking delivery of a new Digital Health Record (DHR) as part of its Digital Health Strategy. As a successful applicant, you will directly shape the delivery of DHR and in the process contribute to the delivery of one of the most significant programs of work that has been undertaken by the ACT Government.

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

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

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

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

Contact Officer: Hakan Gultekin (02) 5124 9062 [hakan.gultekin@act.gov.au](mailto:hakan.gultekin@act.gov.au)

#### **Digital Solutions Division**

#### **Technology Operations**

#### **Security Hub**

#### **Director, Cyber Security**

#### **Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60227)**

Gazetted: 20 January 2023

Closing Date: 3 February 2023

**Details:** Are you an ICT Professional with experience working in a diverse, fast-paced environment? Do you have a passion for Cyber security and good technical skills?

The Digital Solutions Division within ACT Health is looking to recruit a Cyber security professional to join the ACT Health Cyber Security Hub. In this position you will:

Support and advise the ACT Health Chief Information Security Officer (CISO) on security operations and to develop and implement and maintain ACT Health's Cyber strategy and ICT security policies.

Support and advise the CISO to develop proposals and business cases in support of security initiatives.

Develop and/or review Security Risk Management Plans including the documentation of information security threats, vulnerabilities, risks and implemented security controls.

Participate in procurement evaluation activities, which may include the conduct of information security risk assessments.

Manage, lead and mentor the Cyber Security Hub team on cyber security technology, risk management and compliance.

Represent the ACT Health Directorate in committees and forums across the ACT Government or external organisations.

Provide advice to the ACT Health directorate on security related matters and report on security metrics and performance.

The Digital Solutions Division is committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. The Digital Solutions Division is responsible for:

the implementation and support of the Digital Health Strategy, management of technology services and projects, the development and implementation of a performance reporting framework, statutory and intergovernmental reporting requirements, management of the relationship and services delivery by technology vendors and shared services partners, development, implementation and maintenance of technology policies and procedures, information management and information security, and delivery of ICT infrastructure for new and refurbished health facilities.

You will join the directorate at a time of tremendous change and opportunity, with ACT Health undertaking delivery a new Digital Health Record (DHR) as part of its Digital Health Strategy. As a successful applicant, you will directly shape the delivery of DHR and in the process contribute to the delivery of one of the most significant programs of work that has been undertaken by the ACT Government.

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

**Notes:** 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 which addresses the selection criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

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

Contact Officer: Hakan Gultekin (02) 5124 9062 [Hakan.Gultekin@act.gov.au](mailto:Hakan.Gultekin@act.gov.au)

### **Canberra Health Services**

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

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

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

##### **Adult Community Mental Health Services Clinical Officer**

**Health Professional Level 2 \$70,679 - \$97,028 , Canberra (PN: 22128 - 0287L)**

Gazetted: 20 January 2023

Closing Date: 3 February 2023

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

This position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The ACMHS has community recovery services operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres. Additionally, ACMHS has an Assertive Community Outreach Service based at Belconnen, an Older Persons Mental Health Community Team based at the University of Canberra Hospital, a Mental Health Services Intellectual Disability Team based at Gungahlin, and a Mental Health Link Team based at the City.

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

As a Clinical Officer working on the Mental Health Link Team, you will be responsible for providing consultation liaison services to support consumers to live and function within their community and to identified Partnership Community Organisations.

Your duties will include providing allied health care to consumers who require supported accommodation, residential housing, justice community housing, clinical sub-acute housing as well as temporary and short-term accommodation options. This HP2 role will be tasked in supporting the homeless outreach services team (HOT). Additionally, you will provide support to the division in the areas of post suicide attempt follow up, NDIS planning and discharge consultation liaison.

You will enjoy working as a member of the multidisciplinary team and be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to HP1 as well as supervising students. The position is based at the City Community Health Centre and reports to the Mental Health Link Team Leader. This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

#### ABOUT YOU

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

#### Behavioural Capabilities

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

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

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

#### Position Requirements/Qualifications:

##### Mandatory

Tertiary qualifications in Occupational Therapy, Psychology or Social Work. Where relevant, unconditional registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or AASW.

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

Understanding of adult community mental health services with minimum of 1 year post qualification experience.

Post Graduate Qualification in a related health field.

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:

Hold a current driver's licence

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

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

Contact Officer: Chloe Looker on [Chloe.Looker@act.gov.au](mailto:Chloe.Looker@act.gov.au) or 0403089614

#### Acute Allied Health Services

#### Aboriginal and Torres Strait Islander Liaison Service

#### Aboriginal and Torres Strait Islander Liaison Officer

#### Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 29217 - 0283N)

Gazetted: 24 January 2023

Closing Date: 7 February 2023

**Details:**

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

Canberra Health Services Division of Allied Health provides a range of allied health services including the Aboriginal and Torres Strait Islander Liaison Service. 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 Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. The successful candidate will provide liaison and advocacy between patients, their families, staff and external organisations as appropriate. The ALO Service works within Women's and Children's, Emergency Department, Cancer, and Surgical inpatient areas. The ALO Service also provides support to patients attending outpatient's appointments. The successful candidate will work within a small team environment as well as participate in multidisciplinary teams.

This position will also participate in quality initiatives that enhance service delivery for Aboriginal and Torres Strait Islander communities both locally and southern NSW.

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this 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**

Strong work ethic and ability to adapt to a constantly changing environment.

Commitment to achieving positive results for the department.

Ability to apply judgement, critical thinking and common sense.

Ability to manage confidential and sensitive information

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

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

Cultural knowledge and competency of Aboriginal and Torres Strait Islander community organisations is required.

The successful applicant will need to be 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**

Relevant qualifications and a minimum of 12 months experience working professionally in a health and/or Aboriginal and Torres Strait Islander 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.

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

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

Note: This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

Contact Officer: Andrew Slattery 0251245135 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

## Division of Medicine

### Cardiology

#### Specialist, Cardiology (Electrophysiology)

**Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57746, Several - 028EY)**

Gazetted: 20 January 2023

Closing Date: 20 February 2023

Details:

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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 Department of Cardiology is a well-established service with 14 consultant medical staff positions, four Accredited Cardiology Advanced Trainees, and two Unaccredited Cardiology Advanced Trainees, in addition to Basic Physician Trainees and other Junior Medical Officers. They work as part of a large multidisciplinary team including specialist nursing staff, cardiac physiologists, cardiac sonographers, administrative staff and the cardiac rehabilitation team. Patients accessing the services include adults of all ages, acuity, frailty and disability, who present for diagnosis and treatment of a range of acute and chronic cardiac conditions. Our Cardiology Team strives to deliver an exceptional and caring service for our patients, our community and each other.

The coronary care unit is a 19-bed unit which has over 2000 admissions annually. The cardiology outpatient service provides up to 4,500 episodes of care annually with increasing demand each year. There is a close working relationship with our cardiothoracic surgical unit.

The Interventional Cardiology Service includes two dedicated cardiac catheter laboratories which undertake over 800 coronary interventional procedures and over 1,600 angiography procedures annually. It provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. A structural heart disease program is being developed. The service also provides simple and complex cardiac device implantation service and follow up. Clinical cardiac electrophysiology services were commenced in April 2019 with complex ablation procedures.

The echocardiography service performs over 4,000 procedures per year. Regular transthoracic echocardiography service and stress echocardiography is provided, with additional emergency cover. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. Cardiac MRI is part of the proposed development plan for the department.

There is a dedicated heart failure clinic coordinated by a Heart Function Advanced Practice Nurse. These clinics provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to home care program. The Department also provides a nurse led cardiac rehabilitation service supported by cardiologists, with strong engagement from patients and their families.

Construction is underway for a state-of-the-art Heart Care Centre, incorporating Cardiology and Cardiac Surgery services in the Acute Cardiac Care Unit (ACCU) and Interventional Cardiology Laboratory (ICL) as part of the Canberra Hospital Expansion Project (scheduled for completion in 2024).

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 & Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

#### DUTIES

Under limited direction of the Cardiology Unit Director you:

Provide clinical Electrophysiology (EP) services to clients and participate in the clinics and on-call rosters for the Cardiology service. This may include:

Management of patients referred to the cardiology outpatient clinics, including timely triaging, consultation, diagnosis, reporting and treatment of cardiac conditions (e.g. medical clinics including arrhythmia clinic, Holter monitoring, Exercise Stress Testing, and implantable device monitoring).

Participation in on-call rosters.

EP procedures- including implantation, monitoring and management of basic and complex cardiac implantable electrical devices, EP studies and catheter ablations. Promoting same day procedures when feasible and safe.

Providing support for device clinics, and work towards development of remote monitoring clinics, EP nurse-led clinics etc and other innovations as necessary for efficient service delivery.

Contribute to regional EP service development and delivery. Participation in education for trainees, nurses, and physiologists. Consultative service for referring hospitals as required.

Contributing to direct cardiology inpatient care, patient consultation requests from other units and timely ward rounds to ensure patient management is safe, optimal and expedited.

Assist the Cardiology Unit Directors to ensure appropriate clinical governance mechanisms are in place for the Department.

Actively engage in quality and safety activities, service redesign, and model of care development for the Department and the Division

Contribute to regular teaching and training of Cardiology Advanced Trainees and the multidisciplinary clinical team and promote clinical research within the Cardiology Department.

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

#### 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 LGBTQIA+ are particularly encouraged to apply.

#### Position Requirements/Qualifications:

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

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

Hold a Fellowship of the Royal Australasian College of Physicians (FRACP) in Cardiology or an equivalent higher specialist qualification.

Fellowship in Electrophysiology with adequate experience in managing routine and complex electrophysiology procedures.

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.

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:

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

Additional Information:

Requirements for fractional on-call will be subject to clinical operational requirements and will be negotiated at the time of appointment on an individual basis.

Approval for second job will need to be submitted annually. Commitment to second job must not impact on the agreed clinical duties of the specialist at Canberra Hospital.

Adherence to agreed attendance hours including agreement to annual job planning for clinical operational requirements.

It is expected that approximately 80% of attendance time will be focused on substantive clinical service delivery role, and approximately 20% to non-clinical duties.

Experience and proficient skills in all aspects of Electrophysiology is required. The candidate should have completed additional fellowship in Electrophysiology with adequate experience to manage both routine and complex EP procedures.

It is expected that the successful applicant will have a track record as a successful member of a clinical team and demonstrate a strong commitment to teaching at all levels including medical, nursing and allied health professional staff.

Contact Officer: Dr Peter Scott 02 5124 0971 PeterJ.Scott@act.gov.au

## **Surgical Services**

### **Surgical Bookings**

#### **Elective Surgery Liaison Nurse**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 28586 - 0286Z)**

Gazetted: 19 January 2023

Closing Date: 2 February 2023

Details:

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

As part of the Division of Surgery, the Elective Surgery Liaison Nurse is an integral part of the Surgical Bookings team. In this position you will work autonomously and in collaboration with the surgical team, anaesthetic team and pre-admission clinic team to manage and schedule patient's waiting on the elective surgery waiting list for surgery.

#### **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**

Advanced communication and interpersonal skills

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

Advanced knowledge of surgery and the peri-operative process

Advanced problem solving skills, and leadership skills with a high degree of drive

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

Relevant Tertiary Nursing qualifications and a minimum of 5 years' experience working professionally in an acute surgical setting.

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). This is a Monday – Friday position working business hours and excludes public holidays.

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.

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.

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

Contact Officer: Nicole Larkin 025124 2601 [nicole.larkin@act.gov.au](mailto:nicole.larkin@act.gov.au)

## **Cancer and Ambulatory Services**

### **Immunology**

#### **Specialist 1-5 / Senior Specialist – Immunologist**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 36092 - 02840)**

Gazetted: 19 January 2023

Closing Date: 9 February 2023

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: [CHS website](http://CHS website)

The Immunology Department is based at the Canberra Region Cancer Centre (CRCC). There are 2.2 FTE Staff Specialists and two Immunology Advanced Trainee Registrars. Immunologists may admit patients to the Canberra Hospital. There are also opportunities for private specialist work in Canberra.

Hospital based day therapy and outpatient clinics are provided at the Canberra Region Cancer Centre (CRCC). The Department has a strong track record of research, particularly in immune deficiency, autoimmune and inflammatory disease, and medical genomics. There are dedicated immunology nursing staff to support the immunodeficiency service and allergy testing.

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 & Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

#### **DUTIES**

Conduct outpatient clinics at the Canberra Hospital, participate in on-call rosters and provide inpatient care as directed.

In consultation with the Unit Director and Clinical Director, develop a specific area of interest or expertise within the Department of Clinical Immunology and participate in research relevant to same.

Contribute to the clinical governance of the unit by actively participating in clinical audit, morbidity and mortality review and by practicing evidence-based medicine including ensuring services meet the National Safety and Quality Health Service (NSQHS) Standards.

Strive for continuous professional development both in theoretical knowledge and practical skills. Contribute to the education and training of all members of the medical and scientific team, including the training of junior medical staff and the teaching of medical students.

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

#### ABOUT YOU

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

#### Behavioural Capabilities

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.

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

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

#### Position Requirements/Qualifications:

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

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

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

Recent experience in all aspects of clinical immunology.

Be registered under the Working for Vulnerable People Act.

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:

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 & vaccination processes against specified infectious diseases.

Notes: This is a temporary part-time position at (24) hours per week for eight months with the possibility of extension.

Contact Officer: Prof Paul Craft (02) 5124 8502 paul.craft@act.gov.au

## **AAMHS**

### **MHJHADS**

#### **Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$130,846, Canberra (PN: 40424 - 027CL)**

Gazetted: 20 January 2023

Closing Date: 17 February 2023

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

Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), Ward 12B Mental health unit, the Mental Health Short Stay Unit (MHSSU), and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit these units are for people experiencing moderate to severe mental illness. These units provide a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a 6-bed low dependency inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Proven advanced clinical experience in a leadership role

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

Strong organisational skills with a high degree of drive

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

##### **Mandatory**

Relevant Registered Nurse qualifications and a minimum of 3 plus years' experience

Experience working in Mental Health

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.

It is expected that in this position you will provide high quality advanced nursing skills, leadership and care to achieve sound outcomes for patients. This includes the provision of high-quality customer service to the patients, carers and other staff of MHJHADS. Although primarily responsible for the AMHU LDU, this position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultants for AMHU HDU and 12B MHU to ensure optimum service delivery and best practice across the service. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Reliable, Progressive, Respectful and Kind.

**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.

Hold or be working towards Post graduate qualifications in nursing, education, or related field.

Current driver's licence.

Current leadership or management experience

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.

Note: Selection may be based on written applications supported by referee report only.

Contact Officer: Shaun Bayliss 0251245406 shaun.bayliss@act.gov.au

**People and Culture****Workforce Capability****Clinical Educator - Invasive Devices**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 26328 - 0288F)**

Gazetted: 20 January 2023

Closing Date: 9 February 2023

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

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

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

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

**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**

Role model effective communication skills including written, verbal and nonverbal communication processes.

Establish and maintain excellent professional relationships within CHS, external organisations, professional bodies and other groups as required.

Adhere to CHS values, professional and public service codes of conduct.

Demonstrated leadership and management skills and experience in managing and influencing teams, processes and practice improvement in a human services environment.

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

**Position Requirements/Qualifications:**

**Mandatory**

Extensive, diverse, and current clinical experience working professionally, that includes venepuncture and cannulation.

Sound understanding of education and adult learning

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**

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

Certificate IV Training and Assessment or equivalent competency units with extensive experience in teaching.

Recent health education or CDN experience

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.

Note: This is a temporary position available immediately for three to six months with the possibility of extension up to 12 months and/ or permanency. This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Deborah Moore 51247057 [deborah.moore@act.gov.au](mailto:deborah.moore@act.gov.au)

**Women's Youth and Children**

**Paediatric and Child Health**

**Medical Unit Director – Paediatric and Child Health**

**Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 46803 - 028E4)**

Gazetted: 23 January 2023

Closing Date: 19 February 2023

Details: Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care.

We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the CHS website.

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 Hospital is the only paediatric tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of over half a million. Canberra Hospital is a modern 600-bed hospital providing most major medical and surgical sub-specialty services`.

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

Paediatrics at Canberra Hospital, co-located within the Centenary Hospital for Women, Youth and Children, can cater for up to 48 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department.

There is a tertiary accredited Level 6 Neonatal Intensive Care Unit. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Diabetes and Paediatric Surgery.

The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney.

There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over

18,000 paediatric presentations per year and is accredited with the Royal College of Physicians (RACP) for paediatric basic training and Australasian College of Emergency Medicine (ACEM) training.

The department has an FRACP training program with a paediatric fellow, 10 registrars, 6 SRMO positions and 5 PGY2 positions. We regularly have candidates undertaking the Sydney Child Health Program (SCHP) in preparation for RACP or Royal Australasian College of General Practitioners (RACGP) training. There is an active junior doctor teaching program which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported.

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 & Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

Note: This position is a permanent Specialist/Senior Specialist position. The Medical Unit Director position is for a three-year tenure.

#### DUTIES

It is expected that approximately 50% of the Medical Unit Director's time will be focused on their substantive clinical service delivery role and approximately 50% will be allocated to the management responsibilities.

Under limited direction of the Clinical Director of Women's, Youth and Children, you will:

As a Senior Staff Specialist, you will be required to:

Provide clinical services to clients and participate in the on-call roster as appropriate.

In conjunction with the Assistant Director of Nursing (Paediatrics) actively engage in quality and safety activities, guideline development, service redesign and model of care development and appropriate clinical governance structures for the department.

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

As the Medical Unit Director, you will be required to:

in partnership with the WYC Divisional Clinical Director, provide clinical leadership in the strategic planning, development, and delivery of Child and Adolescent Health services for CHS.

be responsible for the delivery and quality of All aspects of the Children and Adolescent services, including Community Paediatrics and the WYC Community Health Program Enhanced Health Services (EHS)

provide overall clinical directorship to the Children and Adolescent services in the development of protocols, models of care and reporting.

with the Divisional Clinical Director, ensure the Department is staffed appropriately and that there is effective rostering, leave and performance management processes in place to maintain a high-quality service.

have responsibility and accountability for the effective direction and management of human, financial and physical resources within your control.

identify and facilitate professional development and training requirements for the Department and the Division.

lead the teaching, training, and clinical research activities of the Department

ensure that annual Learning and Development Plans are undertaken for all medical staff within the Department

provide leadership and be accountable for the Department's compliance with CHS WHS policies and procedures and risk management.

provide input into ministerial briefs, coroner reports and complaint resolution.

#### 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 LGBTQIA+ are particularly encouraged to apply.

#### Behavioural Capabilities

Strong leadership skills and role modelling of respectful behaviours consistent with the Service's vision and values  
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information

#### Position Requirements / Qualifications

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

#### Mandatory

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

Hold a Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) in Paediatrics or an equivalent higher specialist qualification

CHS has led 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

Post graduate qualifications in health service management/administration

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.

For Senior Specialist we will also expect that you:

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

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

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

Have gained demonstrable 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 your ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist

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

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

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

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

### **Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)**

#### **Home Assessment and Acute Response Team**

#### **Health Professional Level 2**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 22447 - 0288A)**

Gazetted: 23 January 2023

Closing Date: 6 February 2023

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

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

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

MHJHADS delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

The Home Assessment & Acute Response Team (HAART) provides community in-reach into inpatient units to facilitate early discharge, and hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates as an extended hour's service, operating seven days a week from 08:00 to 22:00 and the position holder will be required to work a rotating roster including morning, evening, and weekend shifts, on call arrangements and public holidays.

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

#### ABOUT YOU

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

#### Behavioural Capabilities

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

good customer service skills to provide helpful and professional experiences to people who access the service

administration skills to be able to provide quality work outputs

organisational skills to be able to manage workload

#### Position Requirements/Qualifications:

##### Mandatory Qualifications:

##### For Occupational Therapy:

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

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

##### For Psychology:

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

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

##### For Social Work:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

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

##### Other qualifications:

Current Passenger Vehicles Driver's licence without restrictions.

##### 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 a strong understanding of working in an adult community mental health service.

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

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

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

Provide referee report from current or previous line manager (if previous within the last 18 months)

Undergo a pre-employment National Police 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](http://act.gov.au))

Contact Officer: Sarah Dunn 02 5124 9152 [sarahr.dunn@act.gov.au](mailto:sarahr.dunn@act.gov.au)

#### Cardiology

##### Specialist, Cardiology (Interventional Cardiology)

**Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 29758, Several - 028EW)**

Gazetted: 23 January 2023

Closing Date: 20 February 2023

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: CHS website

The Department of Cardiology is a well-established service with 14 consultant medical staff positions, four Accredited Cardiology Advanced Trainees, and two Unaccredited Cardiology Advanced Trainees, in addition to Basic Physician Trainees and other Junior Medical Officers. They work as part of a large multidisciplinary team including specialist nursing staff, cardiac physiologists, cardiac sonographers, administrative staff and the cardiac rehabilitation team. Patients accessing the services include adults of all ages, acuity, frailty and disability, who present for diagnosis and treatment of a range of acute and chronic cardiac conditions. Our Cardiology Team strives to deliver an exceptional and caring service for our patients, our community and each other.

The coronary care unit is a 19-bed unit which has over 2000 admissions annually. The cardiology outpatient service provides up to 4,500 episodes of care annually with increasing demand each year. There is a close working relationship with our cardiothoracic surgical unit.

The Interventional Cardiology Service includes two dedicated cardiac catheter laboratories which undertake over 800 coronary interventional procedures and over 1,600 angiography procedures annually. It provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. A structural heart disease program is being developed. The service also provides simple and complex cardiac device implantation service and follow up. Clinical cardiac electrophysiology services were commenced in April 2019 with complex ablation procedures.

The echocardiography service performs over 4,000 procedures per year. Regular transoesophageal echocardiography service and stress echocardiography is provided, with additional emergency cover. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. Cardiac MRI is part of the proposed development plan for the department.

There is a dedicated heart failure clinic coordinated by a Heart Function Advanced Practice Nurse. These clinics provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to home care program. The Department also provides a nurse led cardiac rehabilitation service supported by cardiologists, with strong engagement from patients and their families.

Construction is underway for a state-of-the-art Heart Care Centre, incorporating Cardiology and Cardiac Surgery services in the Acute Cardiac Care Unit (ACCU) and Interventional Cardiology Laboratory (ICL) as part of the Canberra Hospital Expansion Project (scheduled for completion in 2024).

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 & Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

#### DUTIES

Under limited direction of the Cardiology Unit Director you:

Provide clinical services to clients and participate in the clinics and on-call rosters for the Cardiology service. This includes,

Management of patients referred to the cardiology outpatient clinics, including timely triaging, consultation, diagnosis, reporting and treatment of cardiac conditions (e.g. medical clinics, Holter monitoring, Exercise Stress Testing, and implantable device monitoring).

Participation in on-call rosters.

Contributing to direct cardiology inpatient care, patient consultation requests from other units and timely ward rounds to ensure patient management is safe, optimal and expedited.

Participation in the coronary interventional services in the Cardiac Catheter Laboratories, including 24/7 primary PCI roster and regular Cath lab sessions Additional training and experience in structural heart intervention is desirable.

Assist the Cardiology Unit Directors to ensure appropriate clinical governance mechanisms are in place for the Department.

Actively engage in quality and safety activities, service redesign, and model of care development for the Department and the Division

Contribute to regular teaching and training of Cardiology Advanced Trainees and the multidisciplinary clinical team and promote clinical research within the Cardiology Department.

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

#### 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 LGBTQIA+ are particularly encouraged to apply.

#### Position Requirements/Qualifications:

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

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

Hold a Fellowship of the Royal Australasian College of Physicians (FRACP) in Cardiology or an equivalent higher specialist qualification.

Fellowship in interventional cardiology with adequate experience in managing routine and complex interventions. Additional training and experience in structural heart intervention is desirable.

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.

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:

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

Contact Officer: Dr Peter Scott (02) 5124 0971 PeterJ.Scott@act.gov.au

#### **Division of Nursing and Midwifery and Patient Support Services**

##### **Patient Support Services**

##### **Wardspersons Supervisor**

**Health Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 44273 - 0284M)**

Gazetted: 19 January 2023

Closing Date: 2 February 2023

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

The Wardsperson Day Supervisor position is a support to the Wardsperson Operation Manager, Wardsperson. The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays. This position is to assist with co-ordination of Wardsperson for patient manual handling and transport throughout the hospital campus, and to assist in code response. The above Advertised positions are fulltime permanent positions.

**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 communication skills:** To ensure effective teamwork and that all Hospital Assistants comply with policies and procedures that are relevant to their work performance.

**Teamwork:** An understanding of the importance of teamwork and the ability to work collaboratively to create a positive culture and deliver a quality service.

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

**Position Requirements/Qualifications:****Desirable:**

Understanding of Infection Prevention and Control Processes within a healthcare facility

Knowledge of Wardsperson duties and understanding of the Patient Support Services commitment to client services and outcomes.

Ability to work Monday to Friday or shift work at 76 hours a fortnight as required within all areas of the Hospital.

Hold a current driver's licence

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Dragana Petreski 02 5124 2610 [dragana.petreski@act.gov.au](mailto:dragana.petreski@act.gov.au)

**Division of Medicine****Acute Medical Unit****Staff Specialist/Senior Staff Specialist – Acute Medical Unit****Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 56912, Several - 028FE)**

Gazetted: 24 January 2023

Closing Date: 5 February 2023

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

An exciting opportunity exists for Physicians, Emergency Specialists and Intensive Care Specialists to join a multidisciplinary health team in the new Acute Medical Unit (AMU). The AMU is a short-stay ward and unit for adults, designed to deliver timely, evidenced-based and holistic care during the admission phase of medical inpatient care. The AMU provides early senior medical and multidisciplinary input for patients that require admission under internal medicine units. It also allows further work up of patients with acute undifferentiated medical conditions in a non-Emergency Department (ED) clinical space. The AMU is physician-led and has dedicated medical, nursing, allied health and support staff to ensure patients begin their hospital journey with a comprehensive management plan.

The AMU commenced in a ward environment in late 2021 and has plans to progressively expand towards a state-of-the-art Acute Medical Unit in the Canberra Hospital Expansion Project (scheduled for completion in 2024). This expanded service will facilitate the management of higher acuity medical patients including responding to deteriorating patients (MET-calls and referrals). The AMU service sits within the Division of Medicine governance structure. There is opportunity for joint roles, to give applicants a flexible job plan and work in other complementary areas within the Division. As such, the AMU role may be combined with other options such as also working in the expanding Hospital in the Home (HITH) service, General Medicine, Emergency Medicine or other sub-specialty units according to the availability of positions.

Applicants should have had training and experience in the management of adults with acute medical conditions requiring hospital level management. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing, allied health and medical staff. This includes Advanced and Basic Physician Trainees in General Medicine and prevocational doctors who are involved in well-developed post graduate teaching programs. 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 & Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

Note: This is a temporary position available for 6 months with the possibility of extension and/or permanency. This position is available with a fractional FTE of up to 0.5 FTE with the possibility of an increased FTE up to 1.0FTE for a limited duration to be negotiated with the successful candidate

## DUTIES

Under limited direction of the Acute Medical Unit Director, you will:

Provide competent and efficient clinical management of general medical inpatients within the Acute Medical Unit. Facilitate the management of higher acuity medical patients within the AMU, including responding to deteriorating patients (MET-calls and referrals).

Contribute to general medicine outpatient clinics relevant to the follow up of Acute Medical Unit inpatients.

Attend and contribute to medical and multidisciplinary handover sessions, clinical and business meetings.

Contribute to the clinical governance of the AMU by undertaking clinical audit activities, clinical pathway development and demonstrating an active commitment to best clinical practice.

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

Actively engage in quality and safety activities and model of care development for the Department and the Division.

Contribute to the AMU on-call and after-hours roster.

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

## 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 LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

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

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

Position Requirements / Qualifications

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

Mandatory

Be registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, with no conditions, undertakings or reprimands

Fellow of the Royal Australasian College of Physicians (preferably with General Medicine accreditation, although relevant specialty accreditation will be considered), Australasian College for Emergency Medicine (ACEM) or College of Intensive Care Medicine of Australia and New Zealand (CICM)

Not be the subject of an unresolved scope of clinical practice review of by Medical Dental Appointments Advisory Committee or a current inquiry by AHPRA

Have no substantiated performance or behavioural issues in the last three years, nor have such matters currently under investigation, nor have they been found to display behaviours and/or performance inconsistent with CHS values

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

Advanced Cardiac life support training

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.

For Senior Specialist we will also expect that you:

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

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

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

Have gained demonstrable 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 your ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist

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

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

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

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

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

Additional Information:

Requirements for fractional on-call will be subject to clinical operational requirements and will be negotiated at the time of appointment on an individual basis.

Approval for second job will need to be submitted annually. Commitment to second job must not impact on the agreed clinical duties of the specialist at Canberra Hospital.

Adherence to agreed attendance hours including agreement to annual job planning for clinical operational requirements is required.

It is expected that approximately 80% of attendance time will be focused on substantive clinical service delivery role, and approximately 20% to non-clinical duties.

It is expected that the successful applicant will have a track record as a successful member of a clinical team and demonstrate a strong commitment to teaching at all levels including medical, nursing and allied health professional staff and students. There is opportunity to be involved in teaching at the Australian National University Medical School.

Contact Officer: Dr Anna Nakauyaca (02) 5124 0000 Anna.Nakauyaca@act.gov.au

## **Allied Health**

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

#### **Therapist - Psychological Interventions**

#### **Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 40921 - 0282W)**

Gazetted: 24 January 2023

Closing Date: 7 February 2023

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

Mental Health, Justice Health, 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 of wellbeing and harm minimisation. The participation of people accessing our services, their 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 Therapist (psychological interventions) position is a Psychologist or Social Worker based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and function and occupational interventions. The Therapies Team aims to maximise the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on the highest need within the ACMHS population.

The ACMHS provide services for people aged over 18 years and operate from the City Health Centre with limited outreach service provision from four Community Health Centres in the ACT (Gungahlin, Belconnen, Phillip and Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the Health Professional Level 2 Therapist position is responsible for conducting clinical assessments and delivering psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 level as well as to students and clinically related staff (such as Allied Health Assistants). The position will report operationally to the HP4 Allied Health Manager of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Ability to communicate effectively with complex and challenging clients

Contributes to the supportive atmosphere of the team

Commitment to achieving positive outcomes for mental health consumers

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

Position Requirements/Qualifications:

Mandatory for all disciplines

Relevant degree in psychology/social work and a minimum of 1 years' post-qualification experience working professionally in a respective field.

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.

A current Driver's licence

For psychology

Mandatory:

Hold General Registration with the Psychology Board of Australia and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

For social work

Mandatory:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

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

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

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

Note: This is a permanent part-time position for 22.05 hours per week. The above salary noted will be paid pro-rata.

Contact Officer: Suzanne Vivian 02 51241750 [suzanne.vivian@act.gov.au](mailto:suzanne.vivian@act.gov.au)

## Medicine

### Cardiology

#### Cardiac Catheter

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 24073, Several - 02857)**

Gazetted: 23 January 2023

Closing Date: 20 February 2023

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

The Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of cardiac diagnostic, interventional and electrophysiology procedures. Canberra Hospital has two laboratories staffed and equipped to provide a 24-hour service for patients with acute and chronic cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday, 07:00hrs to 18:00hrs with on-call coverage for STEMI activation outside of business hours.

Registered Nurses are members of the multidisciplinary team and have a key role in caring for patients admitted to the Cardiac Catheter Laboratory

**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**

Registered Nurse with recent experience in interventional cardiovascular nursing in the Cardiac Catheter Laboratory.

**Position Requirements/Qualifications:**

Relevant Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA) qualifications, and a minimum of 2 years' experience working professionally within the acute hospital setting is essential.

Post registration experience and/or post graduate qualification in cardiac and/or acute care is desirable.

The successful applicant will need to be available for after-hours work including evenings and weekends if deemed necessary. A consultation process is currently proposed regarding extended hours of service in the Cardiac Catheter Laboratory.

Following a period of training and achieved competency in Advanced Life Support the position includes an on-call commitment.

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.

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: Alison Baldwin (02) 5124 3691 [Alison.Baldwin@act.gov.au](mailto:Alison.Baldwin@act.gov.au)

**Women Youth & Children****Maternity****Assistant in Midwifery****Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 38104, Several - 0288V)**

Gazetted: 23 January 2023

Closing Date: 6 February 2023

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

Centenary Hospital for Women and Children (CHWC) is seeking enthusiastic, motivated undergraduate Bachelor of Midwifery or Assistants in Nursing to join our midwifery team. You will be provided with a comprehensive orientation program to support your professional growth and development. This includes in-services, workshops and on the job support and learning facilitated by our midwifery team of unit midwives, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Managers.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal & Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for the right employees to join each of our teams.

Canberra Health Services (CHS) is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. Birthing options include midwifery led continuity models, midwifery care, maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region.

The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

The Assistant in Midwifery works in a multi-disciplinary model with Registered Midwives, Registered Nurses and other members of the multidisciplinary team. Working under direct supervision and support of a registered midwife or nurse you will perform the role of the Assistant in Midwifery (AIM) to assist the midwives or nurses caring for women and babies.

The AIM will work predominantly in Maternity services, with capacity to support other areas of the service as required such as NICU, SCN and paediatrics.

The AIM will work a 7 day a week rotating roster.

Permanent, Temporary and Casual positions are available.

#### 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

act honestly and with integrity

hard working and flexible to meet the many and varied challenges in the workplace and to adapt to new situations

friendly, warm, caring, and empathetic

able to relate to people of varied backgrounds and to work with others in a team.

#### Position Requirements/Qualifications:

##### Mandatory

Be enrolled and committed to completing a Bachelor of Midwifery

Currently enrolled in an AHPRA recognised undergraduate Bachelor of Midwifery course and has successfully completed the academic and clinical requirements of the first year of practice.

##### OR

Undertaking a Bachelor of Midwifery course and have completed a Certificate III in Health Services Assistance, or a recognised equivalent.

Priority will be made for students who identify as an Aboriginal or Torres Strait Islander person.

The successful applicant will need to be available to work 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.

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.

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

Note: There are several part-time and casual positions available on a permanent and temporary basis.

Contact Officer: Josephine Forrest 0251247660 [josephine.forrest@act.gov.au](mailto:josephine.forrest@act.gov.au)

**Division of Medicine****Cardiology****Specialist, Cardiology (Echocardiography)****Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57747, Several - 028EZ)**

Gazetted: 23 January 2023

Closing Date: 20 February 2023

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: CHS website

The Department of Cardiology is a well-established service with 14 consultant medical staff positions, four Accredited Cardiology Advanced Trainees, and two Unaccredited Cardiology Advanced Trainees, in addition to Basic Physician Trainees and other Junior Medical Officers. They work as part of a large multidisciplinary team including specialist nursing staff, cardiac physiologists, cardiac sonographers, administrative staff and the cardiac rehabilitation team. Patients accessing the services include adults of all ages, acuity, frailty and disability, who present for diagnosis and treatment of a range of acute and chronic cardiac conditions. Our Cardiology Team strives to deliver an exceptional and caring service for our patients, our community and each other.

The coronary care unit is a 19-bed unit which has over 2000 admissions annually. The cardiology outpatient service provides up to 4,500 episodes of care annually with increasing demand each year. There is a close working relationship with our cardiothoracic surgical unit.

The Interventional Cardiology Service includes two dedicated cardiac catheter laboratories which undertake over 800 coronary interventional procedures and over 1,600 angiography procedures annually. It provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. A structural heart disease program is being developed. The service also provides simple and complex cardiac device implantation service and follow up. Clinical cardiac electrophysiology services were commenced in April 2019 with complex ablation procedures.

The echocardiography service performs over 4,000 procedures per year. Regular transoesophageal echocardiography service and stress echocardiography is provided, with additional emergency cover. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. Cardiac MRI is part of the proposed development plan for the department.

There is a dedicated heart failure clinic coordinated by a Heart Function Advanced Practice Nurse. These clinics provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to home care program. The Department also provides a nurse led cardiac rehabilitation service supported by cardiologists, with strong engagement from patients and their families.

Construction is underway for a state-of-the-art Heart Care Centre, incorporating Cardiology and Cardiac Surgery services in the Acute Cardiac Care Unit (ACCU) and Interventional Cardiology Laboratory (ICL) as part of the Canberra Hospital Expansion Project (scheduled for completion in 2024).

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 & Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

**DUTIES**

Under limited direction of the Cardiology Unit Director you:

Provide clinical services to clients and participate in the clinics and on-call rosters for the Cardiology service. This includes:

Management of patients referred to the cardiology outpatient clinics, including timely triaging, consultation, diagnosis, reporting and treatment of cardiac conditions (e.g., medical clinics, Holter monitoring, Exercise Stress Testing, and implantable device monitoring).

Participation in on-call rosters.

Participation in Echocardiography service (transthoracic, transoesophageal and stress echocardiography), including reporting, and conducting urgent echocardiogram studies when indicated. The role also includes provision of support to the allied health team for timely triaging of echocardiogram studies for both inpatient and outpatient clinics.

Contributing to the planning, development, and provision of advanced echocardiography / multi-modality imaging services at CHS.

Contributing to direct cardiology inpatient care, patient consultation requests from other units and timely ward rounds to ensure patient management is safe, optimal and expedited.

Assist the Cardiology Unit Directors to ensure appropriate clinical governance mechanisms are in place for the Department.

Actively engage in quality and safety activities, service redesign, and model of care development for the Department and the Division

Contribute to regular teaching and training of Cardiology Advanced Trainees and the multidisciplinary clinical team including cardiac sonographers and promote clinical research within the Cardiology Department.

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

#### 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 LGBTQIA+ are particularly encouraged to apply.

#### Position Requirements/Qualifications:

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

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

Hold a Fellowship of the Royal Australasian College of Physicians (FRACP) in Cardiology or an equivalent higher specialist qualification.

Fellowship in echocardiography/ cardiac non-invasive imaging (multi-modality).

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.

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:

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

Contact Officer: Dr Peter Scott (02) 5124 0971 PeterJ.Scott@act.gov.au

## Division of Medicine

### Cardiology

#### Specialist, Cardiology (General Cardiology)

**Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 42847, Several - 028EX)**

Gazetted: 23 January 2023

Closing Date: 20 February 2023

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: CHS website

The Department of Cardiology is a well-established service with 14 consultant medical staff positions, four Accredited Cardiology Advanced Trainees, and two Unaccredited Cardiology Advanced Trainees, in addition to Basic Physician Trainees and other Junior Medical Officers. They work as part of a large multidisciplinary team including specialist nursing staff, cardiac physiologists, cardiac sonographers, administrative staff and the cardiac rehabilitation team. Patients accessing the services include adults of all ages, acuity, frailty and disability, who present for diagnosis and treatment of a range of acute and chronic cardiac conditions. Our Cardiology Team strives to deliver an exceptional and caring service for our patients, our community and each other.

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The echocardiography service performs over 4,000 procedures per year. Regular transoesophageal echocardiography service and stress echocardiography is provided, with additional emergency cover. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. Cardiac MRI is part of the proposed development plan for the department.

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Construction is underway for a state-of-the-art Heart Care Centre, incorporating Cardiology and Cardiac Surgery services in the Acute Cardiac Care Unit (ACCU) and Interventional Cardiology Laboratory (ICL) as part of the Canberra Hospital Expansion Project (scheduled for completion in 2024).

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 & Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

#### DUTIES

Under limited direction of the Cardiology Unit Director you:

Provide clinical services to clients and participate in the clinics and on-call rosters for the Cardiology service. This includes:

Management of patients referred to the cardiology outpatient clinics, including timely triaging, consultation, diagnosis, reporting and treatment of cardiac conditions (e.g., medical clinics, Holter monitoring, Exercise Stress Testing, Echocardiography and implantable device monitoring).

Participation in on-call rosters.

Contributing to direct cardiology inpatient care, patient consultation requests from other units and timely ward rounds to ensure patient management is safe, optimal and expedited.

Assist the Cardiology Unit Directors to ensure appropriate clinical governance mechanisms are in place for the Department.

Actively engage in quality and safety activities, service redesign, and model of care development for the Department and the Division

Contribute to regular teaching and training of Cardiology Advanced Trainees and the multidisciplinary clinical team and promote clinical research within the Cardiology Department.

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

#### 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 LGBTQIA+ are particularly encouraged to apply.

#### Position Requirements/Qualifications:

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

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

Hold a Fellowship of the Royal Australasian College of Physicians (FRACP) in Cardiology or an equivalent higher specialist qualification.

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.

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:

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

Contact Officer: Dr Peter Scott (02) 5124 0971 [PeterJ.Scott@act.gov.au](mailto:PeterJ.Scott@act.gov.au)

**Clinical Services****Surgery****Post Anaesthetic Care Unit CNC****Registered Nurse Level 3.2 \$130,846, Canberra (PN: 09998 - 0280Y)**

Gazetted: 23 January 2023

Closing Date: 20 February 2023

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

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

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

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.

PACU CNC reports directly to the Assistant Director of Nursing Perioperative Unit and joins the Nursing Leadership team. This position is responsible, in collaboration with the individual Clinical Nurse Consultants and Nurse Manager, for the management of the physical, fiscal and human resources in the Perioperative Unit.

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

**ABOUT YOU**

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

**Behavioural Capabilities**

Proven advanced management experience and clinical leadership in a similar nursing role

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

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

Strong communication and interpersonal skills

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

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

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**

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

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

This position is being advertised to cover annual leave over the next 12 months.  
Contact Officer: Deanne Cole (02) 5124 3051 [deanne.cole@act.gov.au](mailto:deanne.cole@act.gov.au)

## **People and Culture**

### **Workforce Capability**

#### **Neonatal Life Support Educator**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 26326 - 0288X)**

Gazetted: 23 January 2023

Closing Date: 16 February 2023

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

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

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

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

#### **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**

Role model effective communication skills including written, verbal and nonverbal communication processes.

Establish and maintain excellent professional relationships within CHS, external organisations, professional bodies and other groups as required.

Adhere to CHS values, professional and public service codes of conduct.

Demonstrated leadership and management skills and experience in managing and influencing teams, processes and practice improvement in a human services environment.

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

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

##### **Mandatory**

Extensive, recent clinical experience working professionally in Neonatal Nursing and competence to teach and assess neonatal life support

Sound understanding of education and adult learning principles

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

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

Certificate IV Training and Assessment or equivalent and extensive experience in teaching

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.

Notes: This is a temporary position available for Six Months with the possibility of extension up to 12 months and/or permanency. This position is part-time at 24 or 32 hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

Contact Officer: Deborah Moore 51247057 [deborah.moore@act.gov.au](mailto:deborah.moore@act.gov.au)

## Medical Services

### ACT Pathology - Anatomical Pathology

#### Histology Technical Officer

**Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 37937 - 028C2)**

Gazetted: 24 January 2023

Closing Date: 10 February 2023

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

ACT Pathology is a business unit of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Anatomical Pathology Department operates a service which encompasses Histology, Cytology, Mortuary Services and Administration.

#### ABOUT YOU

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

#### Behavioural Capabilities

Ability to work autonomously and in a team environment with a high-level of attention to detail.

Self-motivated.

Good written and oral communication skills and the ability to liaise with a diverse range of clients with sensitivity and discretion.

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

#### Position Requirements/Qualifications:

##### Mandatory

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**

An associate diploma or degree in Medical Laboratory Science or equivalent.

Experience in Histology would be advantageous.

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 nine months with the possibility of extension.

Contact Officer: Mary Brun (02) 5124 2979 mary.brun@act.gov.au

**Quality, Safety, Innovation, and Improvement****Patient Experience****Consumer Handouts Coordinator****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43235 - 028BB)**

Gazetted: 24 January 2023

Closing Date: 7 February 2023

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

The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

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

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

The Patient Experience Team promotes a patient centred care culture with work functions including patient experience surveys, consumer handouts processes and consumer feedback.

Under limited direction, you will coordinate the Consumer Handout approval process. This position will report to the Director, Patient Experience.

**ABOUT YOU**

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

**Behavioural Capabilities**

Excellent verbal and written communication skills and ability to collaborate with staff and consumers

Strong organisational skills

Knowledge and experience in the area of health literacy

**Position Requirements/Qualifications:**

Recent experience in a clinical or operational environment within the healthcare sector including managing consumer feedback.

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.

Desirable:

Previous experience in a similar role and experience in using SharePoint.

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.

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

Note: This position is part-time at 21.63 hours per week and the full-time salary noted above will be pro-rata.

Selection may be based on application and referee reports only.

Contact Officer: Bailey de Paiva 5124 6265 [Bailey.depaiva@act.gov.au](mailto:Bailey.depaiva@act.gov.au)

## **Allied Health**

### **Acute Allied Health Service**

#### **Dietitian**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 25521 - 028AC)**

Gazetted: 23 January 2023

Closing Date: 6 February 2023

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

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

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

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

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

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

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

#### **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

Flexible and adaptive approach to work

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

Position Requirements/Qualifications:

Mandatory

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

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

Hold a current Driver's Licence.

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.

Other

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

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](http://act.gov.au))

Contact Officer: Sarah Gordon 0251242544 [sarah.gordon@act.gov.au](mailto:sarah.gordon@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](mailto:jobs@act.gov.au)**

#### **Finance**

##### **Business Support**

##### **Business Support Manager**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54730)**

Gazetted: 20 January 2023

Closing Date: 27 January 2023

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

To be successful in the Business Support Manager (BSM) role, candidates must be able to demonstrate a high level of business acumen and technical competency in finance, accounting and business management generally. The position is one of four in the Business Support team where collaboration, innovation and client service are the cornerstones to delivering optimal client outcomes. The ability to communicate clearly and concisely in all forms with internal and external stakeholders is essential to be effective in the role. From the technical perspective, prior experience in a management accounting role is essential alongside demonstrable accrual accounting experience.

In addition to undertaking the various financial and management 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 CIT Corporate Services Division 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 (e.g., for financial reporting).

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

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 LGBTQI are encouraged to apply.

**Eligibility/Other requirements:**

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

Relevant post-secondary qualifications in accounting, commerce or business is highly desirable.

Membership (or progress towards membership) of a peak accounting body (e.g., CPA, IPA, ICAA) 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.

How to Apply: Please provide a written application of no more than 1000 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

**Industry Engagement and Strategic Relations****Industry Engagement****Training Initiatives Unit****Training Initiatives Administrator****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 18396)**

Gazetted: 20 January 2023

Closing Date: 3 February 2023

Details: The Canberra Institute of Technology (CIT) is looking for an experienced administrator to work within its Training Initiatives Unit (TIU) supporting the administrative arrangements for ACT Government Training Initiatives such as Australian Apprenticeships and JobTrainer. As a member of a small team, you will work closely with your Team Leader and the teaching departments to coordinate the administration of CIT's training programs in line with relevant state and federal Government requirements. The successful applicant will have an eye for detail while monitoring administration processes and supporting the Team Leader with preparing reports on program outcomes for senior managers. You will have regular contact with CIT's teaching departments, students and employers of Australian Apprentices, providing advice on program requirements such as eligibility and fees and working closely with other administration officers at CIT to ensure enrolment and other data processing occurs accurately and within identified timeframes. In this role you will rely heavily on your strong ability to process and manipulate data using ICT systems, databases and Microsoft Excel.

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 starting immediately until April 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will also be established from this selection process and will be used to fill vacancies over the next 12 months.

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

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: Applicants must submit a current curriculum vitae and a written response of no more than three pages outlining their skills and experience against the selection criteria in the Position Description.

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

Contact Officer: Bettina Frey (02) 6207 4202 Bettina.Frey@cit.edu.au

**Industry Engagement and Strategic Relations****Industry Engagement****Training Initiatives Unit****Administration Officer****Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 37058, several)**

Gazetted: 19 January 2023

Closing Date: 2 February 2023

Details: The Canberra Institute of Technology (CIT) is looking for an Administration Officer to work as part of a small team who supports the administration of Australian Apprenticeships across the organisation. CIT's Training Initiatives Unit (TIU) is a centralised support team dedicated to the administrative arrangements for ACT Government Training Initiatives such as Australian Apprenticeships and JobTrainer. As an Administration Officer within the team your primary focus will be supporting CIT teaching departments, Australian Apprentices and their employers through engagement with key internal and external stakeholders, processing and reporting student and employer information using CIT's various ICT systems and maintaining student records in accordance with the *Territory Records Act 2002* (ACT). The successful applicant will be team player, confident with using ICT systems and following processes, with an eye for detail and data accuracy.

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: These are temporary positions available immediately until April 2023 with the possibility of extension and/or permanency. A Merit Pool will also be established from this selection process and will be used to fill vacancies over the next 12 months.

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

How to Apply: Applicants must submit a current Curriculum Vitae and a written response of no more than three pages outlining their skills and experience against the selection criteria in the Position Description.

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

Contact Officer: Bettina Frey (02) 6207 4202 Bettina.Frey@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](mailto:jobs@act.gov.au)**

#### **Deputy Director General, Access Canberra**

**Temporary Vacancy (27 March 2023 to 27 April 2023)**

**Chief Minister, Treasury and Economic Development Directorate**

**Access Canberra**

**Position: E827**

**(Remuneration equivalent to Executive Level 3.4)**

Circulated to: ACTPS Band 2 and Band 3 Executive List

Date circulated: 20 January 2023

Are you looking for an opportunity to develop or grow your executive skills by leading an operationally diverse high profile organisation that performs both regulatory and customer service functions? An exciting opportunity is coming up to temporarily perform the role of Deputy Director-General, Access Canberra.

As the Head of Access Canberra, you will be responsible for supporting a safe and liveable city by delivering a regulatory one stop shop for government. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new and improved ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to help build a strong economy, safe community and sustainable environment. Access Canberra also plays an important role in the government's response to COVID-19.

The Deputy Director-General works collaboratively with the CMTEDD Director-General, other Executives across the ACT Public Service (ACTPS), and key non-government stakeholders to implement government priorities and support our community.

To apply: If you think you have what it takes to lead Access Canberra or want to test your leadership skills running a busy operational organisation, please submit an Expression of Interest of no more than one page to Kathy Leigh via email, [kathy.leigh@act.gov.au](mailto:kathy.leigh@act.gov.au) by COB Friday 27 January 2023.

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 \$410,200 - \$426,654 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$365,650.  
Contact Officer: Kathy Leigh (02) 6205 0246 or kathy.leigh@act.gov.au

### **Economic Development**

#### **Executive Branch Manager, Strategic Infrastructure Coordination**

**Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1272)**

Gazetted: 23 January 2023

Closing Date: 6 February 2023

Applications are sought for the position of Executive Branch Manager (EBM), Strategic Infrastructure Coordination. This is a temporary vacancy, from 28 March 2023 to 30 June 2024, with possibility of extension up to two years. Reporting to the Deputy Director-General, the EBM, Strategic Infrastructure Coordination is responsible for leading and managing the efficient and effective planning, procurement, and coordination of key infrastructure priorities for Economic Development.

For further information, please see the Executive Capabilities attached.

Remuneration: The position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008

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

How to Apply: Applications of no more than two pages, addressing the Executive Capabilities, should be submitted with a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Kareena Arthy (02) 6207 5564 kareena.arthy@act.gov.au

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

#### **Technology Services**

#### **End User Services**

#### **Third Level Support Analyst**

**Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 40878)**

Gazetted: 24 January 2023

Closing Date: 7 February 2023

Details: Information Technology Officer Class 2, Third Level Support Analyst

Full-time Permanent

End User Services (EUS) are seeking an experienced and motivated person to provide third level support to agencies across whole of government. This will include high level troubleshooting and root cause analysis of Windows operating systems, Office applications and third-party applications. The individual must have a sound technical understanding of a wide range of Microsoft products including Active Directory, Microsoft Endpoint Configuration Manager, and Print Management. The successful candidate will have sound written communication skills including developing and maintaining technical documentation, while liaising with stakeholders and working collaboratively with team members and teams across the organisation.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

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

The successful candidate must hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or have the ability to rapidly obtain and maintain one.

Notes: Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date. Please note, this position will be based in a workplace being updated to activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months. The successful applicant may be selected based on the written application and referee reports only.

How to Apply: After reviewing the Position Description, please provide a written response (of no more than two pages) addressing your relevant skills and experience against each of the capabilities listed under the "what you require" section. Applications should be limited to cover sheets, applicant curriculum vitae and not more than two pages of criteria response.

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

Contact Officer: Matthew Fouracre (02) 6207 4653 [Matthew.Fouracre@act.gov.au](mailto:Matthew.Fouracre@act.gov.au)

## **Economic Development**

### **Office of the Executive**

#### **Strategic Infrastructure Coordination**

##### **Project Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60251)**

Gazetted: 24 January 2023

Closing Date: 14 February 2023

Details: Are you our new Project Officer? Do you like a challenge and want to be a key part of a high performing team that works to progress city-shaping projects?

The Strategic Infrastructure Coordination Unit (SIC) is responsible for infrastructure coordination for Economic Development within CMTEDD. This includes the development of capital works projects which, when realised, will have a transformative effect on Canberra's liveability and will contribute significant value to the ACT economy. As Project Officer, you will be responsible for providing high-level executive support to the Executive Branch Manager (EBM), and administrative support to the broader team.

We are seeking a collaborative problem-solver who is goal-oriented, self-motivated, organised, and dedicated. To be successful in this role you will be able to demonstrate a strong understanding of government process, procurement, and have exceptional communication skills.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/Other requirements: An understanding of public service agency operations, and business processes as related to government initiatives, policies and procedures, including financial management is desirable.

Notes: This is a temporary position available immediately until 30 June 2024 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If the 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 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: Annie de la Rue (02) 6205 2137 [Annie.delaRue@act.gov.au](mailto:Annie.delaRue@act.gov.au)

## **Workforce Capability and Governance**

### **Professional Standards Unit**

#### **Senior Policy Officer**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 08553)**

Gazetted: 24 January 2023

Closing Date: 31 January 2023

Details: The Professional Standards Unit, Workforce Capability and Governance and Workplace Safety & Industrial Relations is seeking applications from highly motivated individuals to fill the role of Senior Policy Officer. The role undertakes high-level policy work related to the ACT Public Sector integrity framework, including legislation and ACTPS enterprise agreements.

The primary role of Senior Policy Officer will initially be to prepare policy documents to assist in progressing whole of government policy and practice in relation to preliminary assessments, workplace misconduct investigations integrity, misconduct and associated topics. Other opportunities that may arise include consideration of legislative reform projects and related complex briefings, submissions and correspondence and contribute to the strategic direction of the PSU.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/other requirements:

Relevant tertiary qualifications in law, human resources, or policy development, or significant study towards gaining such qualifications, would be highly desirable.

Notes: This is a temporary position available immediately until 28 April 2023 with the possibility of extension up to three 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. This position is available to ACT Government officers and employees only.

How to Apply: Please provide a written response of no more than two-page that tells the selection committee about your ability to perform the advertised role. The pitch should demonstrate that you possess the capabilities detailed in the "What you Require" section of the Position Description. A current curriculum vitae including contact details for two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Gemma Hogben (02) 6205 9546 Gemma.Hogben@act.gov.au

## **Economic Development**

### **Office of the Executive**

#### **Strategic Infrastructure Coordination (SIC)**

#### **Senior Project Manager**

#### **Infrastructure Officer 5 \$163,315, Canberra (PN: 60256)**

Gazetted: 24 January 2023

Closing Date: 14 February 2023

Details: Are you looking for an exciting opportunity to get in on the ground floor of a city-shaping project? Do you have fantastic project management skills and the ability to take an idea from inception through to reality?

The Strategic Infrastructure Coordination Unit (SIC) is responsible for infrastructure coordination for Economic Development within Chief Ministers, Treasury and Economic Development Directorate (CMTEDD). This includes the development of capital works projects which, when realised, will have a transformative effect on Canberra's liveability and will contribute significant value to the ACT economy.

In this position you will work with a small team to progress three flagship ACT Government major infrastructure priorities.

The SIC Senior Project Manager is a key role responsible for a range of infrastructure procurement, contract management and project/program management activities including the coordination of business cases, feasibility studies and related analysis. Under limited direction of the Executive Branch Manager and in line with corporate objectives, you will provide senior leadership and strategic management in the delivery of a significant portfolio of works consisting of procurement, contract management and project management, to a broad range of advisory, design and construction projects for the ACT Government.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/other requirements:

The position is at the Infrastructure Officer classification and requires the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four- year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management ;or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management ;or

have a least 10 years relevant experience in Project Management.

Notes: This is a temporary position with an immediate start until 30 June 2024 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If the 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 Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees, and copies of relevant degree and qualifications.

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

## **Communications and Engagement**

### **Strategy, Creative and Research**

#### **Strategic Communications and Engagement**

##### **Assistant Director Strategic Communications**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59258)**

Gazetted: 20 January 2023

Closing Date: 7 February 2023

Details: Do you have a passion for story telling? Would you like to help Canberrans know about infrastructure projects? Then we have the role for you!

As the central agency within the ACTPS we work in close partnership with Directorates across the ACT Public Service. We're looking for a strategic thinking, creative and collaborative Assistant Director who can develop, deliver and evaluate strategic communication and engagement plans.

Our new Assistant Director, Strategic Communications and Engagement will work collaboratively across multiple Directorates; building relationships with key stakeholders to develop engaging content that informs the community about some of the biggest infrastructure projects in our city's history.

We are seeking a creative and collaborative individual to join our dynamic team of communications professionals. If you are wanting a positive team culture and are keen to develop your communications skills, we want to hear from you.

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

Eligibility/Other Requirements:

Relevant tertiary education qualifications and a minimum of five years' experience working professionally in the fields of Communications, Marketing, Public Relations, Engagement or a related field is highly desirable.

Notes: This is a temporary position available immediately until 30 June 2024. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria and details of two referees.

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

Contact Officer: Claudia Doman 0421 273 114 [Claudia.Doman@act.gov.au](mailto:Claudia.Doman@act.gov.au)

## **Access Canberra**

### **Construction, Utilities and Environment Protection**

#### **Construction and Planning Regulation/Construction Licensing and Governance**

##### **Licensing Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 12430, Several)**

Gazetted: 24 January 2023

Closing Date: 7 February 2023

Details: Are you a critical thinker who enjoys finding solutions to complex problems? Do you have great customer service skills? Are you looking to join a supportive team that works hard but has fun too? If this is what you are looking for, we may have the perfect role for you!

The Construction Licensing and Governance section is part of the Construction, Utilities & Environment Protection Branch at Access Canberra. We process licences and registrations under a variety of legislation including the

*Construction Occupations (Licensing) Act 2004, the Architects Act 2004 and the Work Health and Safety Act 2011.* The section performs these functions on behalf of statutory officers: the Construction Occupations Registrar, the ACT Architects Board, and the Regulator of Work Health and Safety. We are responsible for providing administrative support to the compliance and regulatory teams of Access Canberra in relation to the above occupations. This section is also responsible for providing administrative support for compliance activities in relation to Crown lease provisions and the processing of extension of time applications under the *Planning and Development Act 2007*.

Notes: There are several temporary positions with an immediate start for three months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application only.

How to Apply: Please submit a written application of no more than one page, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details for two referees.

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

Contact Officer: Kester Nip (02) 6205 1500 Kester.Nip@act.gov.au

## **Access Canberra**

### **CUEP**

#### **Electrical Inspectorate**

##### **Electrical Inspector**

##### **Building Trade Inspector \$101,055 - \$114,928, Canberra (PN: 20540)**

Gazetted: 19 January 2023

Closing Date: 9 February 2023

Details: Access Canberra Electrical Inspections team is looking for an electrician with extensive experience in the electrical industry undertaking electrical inspections and verification of electrical installations. The successful applicant will join a high performing team, working independently but in a collaborative environment, ensuring the safety of our community. Electrical inspectors work a four-day week, and can access industry leading flexible leave arrangements.

Eligibility/other requirements: You will need to have an ACT Unrestricted Electrical Licence, (or be eligible through manual mutual recognition of your Australian/NZ electrical licence at time of application) and a Drivers Licence

Notes: Selection will be through Application, Interview and an Assessment Task

How to Apply: Applicants must ensure they provide a completed Application Coversheet; a personal pitch of no more than two pages outlining their experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; your current Curriculum Vitae and details of two referees.

Copy of Electrical and Drivers licence to be supplied.

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

Contact Officer: Michael Mossler (02) 6207 7941 Michael.Mossler@act.gov.au

## **Construction Utilities and Environment Protection**

### **Rapid Regulatory Response Team**

#### **Compliance Regulator**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 56846)**

Gazetted: 19 January 2023

Closing Date: 2 February 2023

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of building in the ACT? This might be the opportunity for you. Applications are sought to fill the permanent positions of Compliance Regulator in the Rapid Regulatory Response Team (RRRT).

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

(including ACT development approval and building approval frameworks) and other relevant legislation, along with a very good understanding of Canberra building industry networks.

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

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

Notes: This is a temporary position until 30 June 2023 with the possibility of an extension up to 12 months, or possibility to become permanent if a permanent vacancy become available within 12 months from finalising of current advertised temporary position. Selection will be based on applications and referee reports.

How to Apply: If you have read the position description and selection criteria and would like to apply for the role, please send:

your curriculum vitae

a two-page response addressing the selection criteria giving examples of your experience that demonstrates you can successfully perform this role (maximum of two pages) supported by two referee reports.

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

Contact Officer: Ajith Buddhadasa 0262058359 [Ajith.Buddhadasa@act.gov.au](mailto:Ajith.Buddhadasa@act.gov.au)

### **Community Services**

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

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

#### **Children, Youth and Families**

##### **Child and Youth Protection Services**

##### **Practice - Assessment and Support**

##### **Team Leader, CYPS Assessment and Support**

##### **Child and Youth Protection Professional Level 4 \$123,373 - \$132,376, Canberra (PN: 12764)**

Gazetted: 24 January 2023

Closing Date: 7 February 2023

Details: The Child and Youth Protection Professional Team Leader role is focused on providing strong leadership to build an integrated multidisciplinary team, delivering the best possible life outcomes for children and young people through facilitating adoptions and kinship carer support and permanency planning for children in care.

The functions of CYPS Assessment and Support Team include:

Delivering best practices in statutory service provision to children and young people.

Providing child centered functions including), kinship carer assessments and support and permanency planning for children in care.

Supporting court processes: prepare reports, applications and represent the Director-General.

Ensuring compliance with legislation and policy.

Making decisions in accordance with principles and statutory obligations.

Supporting children and young people to have permanent and stable homes, including adoption and other permanent stable care arrangements such as Enduring Parental Responsibility orders.

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

Experience in facilitation of groups / Mediation i.e. training, chairing meetings, group counselling sessions

Proficiency in Aboriginal and Torres Strait Islander culture

At least 5 years practice experience working with children, young people and their carers or families.

Current Driver's License

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

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

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Rachael Roberts (02) 6207 1017 [Rachael.Roberts@act.gov.au](mailto:Rachael.Roberts@act.gov.au)

## **Housing ACT**

### **Housing and Homelessness Programs**

#### **Quality Risk and Review**

##### **Assistant Director Review and Assurance**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38148)**

Gazetted: 23 January 2023

Closing Date: 6 February 2023

Details: Can you lead, manage and supervise a small team of staff undertaking a range of assurance and review activities for Housing ACT. The position requires you to maintain a focus on managing and improving Housing ACT capability to review compliance, performance, and decisions. Can you develop, maintain, and deliver an annual assurance work plan, in partnership 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: 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: No more than two pages addressing the selection criteria.

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

Contact Officer: Satnam Singh (02) 6207 6957 [Satnam.Singh@act.gov.au](mailto:Satnam.Singh@act.gov.au)

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

## **Housing ACT**

### **Housing and Homelessness Programs**

#### **Quality Risk and Review**

##### **Compensation and Complaints Coordinator**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60224)**

Gazetted: 23 January 2023

Closing Date: 6 February 2023

Details: Housing ACT requires a motivated person for the management of complaints and investigations, provide high level advice, briefings, or correspondence in relation to individual client matters, as well as complaints data, outcomes, trends and systemic issues.

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

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

How to Apply: A two page application will be required.

*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: Satnam Singh (02) 6207 6957 [Satnam.Singh@act.gov.au](mailto:Satnam.Singh@act.gov.au)

## **Strategic Policy**

**Commissioning and Industry Development****Assistant Director****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44972)**

Gazetted: 20 January 2023

Closing Date: 3 February 2023

Details: Join the Community Services Directorate commissioning team: Assistant Director

Have you heard about commissioning? Been intrigued by this significant government reform to create a more responsive human services system that better meets the needs of vulnerable Canberrans? Do you want to work as part of a small team delivering big outcomes as part of a strategic change agenda? Are you looking for a role where you can make a difference in the lives of others? The Community Services Directorate is looking for new team members to join the Commissioning and Industry Development Team.

You will have the opportunity to grow modern policy and service design skills. You will develop a deeper understanding of the pressure points, stakeholder dynamics and challenges for the ACT Governments most significant service delivery partner – the non-government sector. You will help shape advice that supports decision makers and makes a difference to the lives of Canberrans.

You will work with passionate professionals across the full spectrum of community services, championing the contemporary and consistent way of designing, funding, and delivering services, known as commissioning. If you are a passionate and driven individual who loves to work collaboratively to solve problems in a supportive and highly productive work environment, we want to hear from you.

**ABOUT OUR TEAM**

We are passionate about meeting the needs of the Canberra community through partnership between government and the non-government sector. We work using collaborative methods to enhance sustainability of the non-government sector, manage complexity and amplify our ability to meet community needs.

Our purpose is to drive reform across the Community Services Directorate, ACT Government and non-government sector through commissioning. Our efforts over time, will ensure we can better respond to community need; improve integration to support seamless service delivery; reduce pressure on crisis services; improve life outcomes for vulnerable people; and improve sector sustainability and delivery partnerships.

The team works to:

- cultivate and build understanding and capacity for commissioning
- provide advice, tools, facilitation support to commissioning processes
- identify, mitigate, and manage human service system reform challenges
- communicate, listen, and evaluate the experiences and effectiveness of commissioning
- engage with organisations in the community sector
- drive initiatives to support sustainability of the non-government sector
- coordinate commissioning governance and practice across the ACT Government

**THE ROLE**

You will be responsible for contributing to the delivery of all commissioning and sector sustainability activities through effective organisation and management of government processes, briefings, meetings, commissioning communication and internal stakeholder liaison.

As an Assistant Director you will exercise a high level of autonomy within a team that operates in a dynamic and strategically challenging environment.

As part of a team driving a significant reform, you will have the opportunity to enhance your skills while gaining a deeper understanding of the non-government sector delivering more than \$200 million in services, supports and programs each year to the Canberra community.

Your role (s) will support sustainability initiatives for the non-government sector and contribute to driving commissioning as a new way of designing, funding, and delivering an effective human services system.

**OUR IDEAL CANDIDATES**

Our ideal candidates have a can-do attitude, excellent attention to detail and a strong commitment to improving the human services system. You will be an optimistic team player who enjoys working in a policy driven space with tangible deliverables.

Our ideal assistant director candidates understand the complexities of the human services system and bring policy development and management skills. You will be excited by the strategic potential of commissioning, able to provide high quality accurate work across multiple strands and coordinate significant reform projects.

**Eligibility/Other Requirements:**

You have experience in, and will be responsible for:

Contributing to, writing and/or coordinating high quality Ministerial and Departmental briefs, talking points and other high-level documents

Managing multiple competing priorities and meeting deadlines.

Cultivate productive working relationships to achieve individual, team and organisational objectives. This includes relationships within the Community Services Directorate, and across government that aid timely advice and approval.

Managing stakeholder expectations and relationships, including managing tasking, coordination and consolidation of content, clearance and approval processes.

Supporting teams with active commissioning processes through coaching, supporting, and providing advice regarding commissioning practice – with direction, support and oversight from the Director or Senior Director, Commissioning, and Industry Development.

Building on existing work to implement effective processes that support commissioning reporting, coordination, communication, and evaluation.

Coordinating and managing statutory and ad-hoc reporting inputs.

Inspire trust internally and externally and contribute to a workplace where people are encouraged to improve and enhance organisational culture – this includes identifying and implementing opportunities for continuous improvement.

Notes: This is a temporary position available 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: Provide a maximum of two pages outlining your skills and experience, your curriculum vitae and the name of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona May (02) 6207 8165 [Fiona.May@act.gov.au](mailto:Fiona.May@act.gov.au)

## **Corporate Services**

### **Business Transformation & Systems**

#### **Information Management**

#### **Assistant Director Records & Information**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 23208)**

Gazetted: 20 January 2023

Closing Date: 3 February 2023

Details: Do you like a challenge, have a passion for record/information management and want to be a key part of a high performing team? Then this opportunity is for you!

The Business Transformation and Systems Branch is an enabling and support service for Community Service Directorate (CSD). The primary focus of the Branch is the effective implementation of strategic problem solving through comprehensive systems and people change management. Business Transformation & Systems consists of Business Transformation, Systems, Data excellence and Information Management, together making up a dynamic, agile, and forward-thinking team that has responsibility for delivering IT services, providing analytics reporting, new ways of working and the digitisation of our information artefacts. The Information Management Team is also responsible for Digitisation, Records management and maintenance of the internal communication platforms such as the intranet.

As a key member of the Information Management team, this position manages and guides all aspects of information management for CSD. This includes but is not limited to collection, storage, curation, dissemination, archiving and destruction of documents, images, drawings and other sources of information. Having an extensive knowledge of EDRMS, the ability to train and collaborate with staff are key to this role.

The ACT Public Services 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:

At least 5 years experience in Information or Records Management discipline is highly desirable.

Tertiary qualifications in information or record management highly desirable.

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: 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 (as a pitch) addressing your suitability against the Position requirements - Skills, Knowledge and Behaviours, a current curriculum vitae and contact details of two referees.

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

Contact Officer: PennyJ Neuendorf (02) 6207 9726 [PennyJ.Neuendorf@act.gov.au](mailto:PennyJ.Neuendorf@act.gov.au)

**Strategic Policy****Commissioning and Industry Development****Project Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 32140)**

Gazetted: 20 January 2023

Closing Date: 3 February 2023

Details: Join the Community Services Directorate commissioning team: Project Officer role

Have you heard about commissioning? Been intrigued by this significant government reform to create a more responsive human services system that better meets the needs of vulnerable Canberrans? Do you want to work as part of a small team delivering big outcomes as part of a strategic change agenda? Are you looking for a role where you can make a difference in the lives of others? The Community Services Directorate is looking for new team members to join the Commissioning and Industry Development Team.

You will have the opportunity to grow modern policy and service design skills. You will develop a deeper understanding of the pressure points, stakeholder dynamics and challenges for the ACT Governments most significant service delivery partner – the non-government sector. You will help shape advice that supports decision makers and makes a difference to the lives of Canberrans.

You will work with passionate professionals across the full spectrum of community services, championing the contemporary and consistent way of designing, funding, and delivering services, known as commissioning.

If you are a passionate and driven individual who loves to work collaboratively to solve problems in a supportive and highly productive work environment, we want to hear from you.

**ABOUT OUR TEAM**

We are passionate about meeting the needs of the Canberra community through partnership between government and the non-government sector. We work using collaborative methods to enhance sustainability of the non-government sector, manage complexity and amplify our ability to meet community needs.

Our purpose is to drive reform across the Community Services Directorate, ACT Government and non-government sector through commissioning. Our efforts over time, will ensure we can better respond to community need; improve integration to support seamless service delivery; reduce pressure on crisis services; improve life outcomes for vulnerable people; and improve sector sustainability and delivery partnerships.

The team works to:

- cultivate and build understanding and capacity for commissioning
- provide advice, tools, facilitation support to commissioning processes
- identify, mitigate, and manage human service system reform challenges
- communicate, listen, and evaluate the experiences and effectiveness of commissioning
- engage with organisations in the community sector
- drive initiatives to support sustainability of the non-government sector
- coordinate commissioning governance and practice across the ACT Government

**THE ROLE**

You will be responsible for contributing to the delivery of all commissioning and sector sustainability activities through effective organisation and management of government processes, briefings, meetings, commissioning communication and internal stakeholder liaison.

As a Project Officer, you will exercise a high level of autonomy within a team that operates in a dynamic and strategically challenging environment.

As part of a team driving a significant reform, you will have the opportunity to enhance your skills while gaining a deeper understanding of the non-government sector delivering more than \$200 million in services, supports and programs each year to the Canberra community.

Your role will support sustainability initiatives for the non-government sector and contribute to driving commissioning as a new way of designing, funding, and delivering an effective human services system.

**OUR IDEAL CANDIDATE**

Our ideal candidate has a can-do attitude, excellent attention to detail and a strong commitment to improving the human services system. You will be an optimistic team player who enjoys working in a policy driven space with tangible deliverables.

Our ideal project officer candidates already have a sound understanding of the work of government, its processes and tools. You will be great at building networks that support the team achieve their goals. You can work fast but accurately, keep track of activity underway and not lose sight of the forest for the trees.

Eligibility/other requirements:

**WHAT YOU WILL DO**

You have experience in, and will be responsible for:

Contributing to, writing and/or coordinating high quality Ministerial and Departmental briefs, talking points and other high-level documents

Managing multiple competing priorities and meeting deadlines.

Cultivate productive working relationships to achieve individual, team and organisational objectives. This includes relationships within the Community Services Directorate, and across government that aid timely advice and approval.

Managing stakeholder expectations and relationships, including managing tasking, coordination and consolidation of content, clearance and approval processes.

Supporting teams with active commissioning processes through coaching, supporting, and providing advice regarding commissioning practice – with direction, support and oversight from the Director or Senior Director, Commissioning, and Industry Development.

Building on existing work to implement effective processes that support commissioning reporting, coordination, communication, and evaluation.

Coordinating and managing statutory and ad-hoc reporting inputs.

Inspire trust internally and externally and contribute to a workplace where people are encouraged to improve and enhance organisational culture – this includes identifying and implementing opportunities for continuous improvement.

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 provide a maximum of two pages outlining your skills and experience, your curriculum vitae and the name of two referees.

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

Contact Officer: Fiona May (02) 6207 8165 [Fiona.May@act.gov.au](mailto:Fiona.May@act.gov.au)

## **Education**

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

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

### **School Improvement**

#### **Calwell High School**

##### **Teacher Librarian**

**Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 52455)**

Gazetted: 25 January 2023

Closing Date: 8 February 2023

Details: Calwell High School is located in beautiful Tuggeranong and has a population of about 400 students. Staff are part of a team dedicated to school improvement and innovation in individual student learning and pathways. Calwell High is well resourced with a tight knit staff and community, committed to supporting our students and each other.

We are seeking a Teacher Librarian that will lead the setting up of our school library as a vibrant and welcoming space for learning. The teacher librarian will be a central part of our learning teams, collaborating with the leadership team, classroom teachers, support staff, students and community. We are looking for a passionate educator to join our innovative team to build the 21st C skills of our learners to be active consumers of information. There may be a classroom teaching load included with the librarian role.

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](http://act.gov.au))

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patricia Marton (02) 6205 6833 [Patricia.Marton@ed.act.edu.au](mailto:Patricia.Marton@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.

### **Service Design and Delivery**

#### **Universal School Support**

#### **Careers and Vocational Pathways**

#### **Head Start Industry Coordinator**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 09447)**

Gazetted: 24 January 2023

Closing Date: 10 February 2023

Details: The VET area has a focus on development and implementation of quality systems that support innovation and growth in VET for secondary schools. This includes processes to support continuous system improvement and the assurance of conformity to applicable statutory and regulatory requirements.

The Head Start Industry Coordinator position supports the development, implementation and management of the Head Start pilot program. The Head Start pilot program will provide 50 senior secondary school students with the opportunity to undertake an Australian School-based Apprenticeship and have the option to take up to three years to complete their senior secondary certificate. Head Start students will be provided personalised career education and mentoring over three years, and employers will receive coaching and support to ensure students get high quality on-job learning in a safe and secure working environment.

Head Start students will be carefully matched with employers in occupation areas that align with job demand and/or growth in our region, and the Head Start team will work with local employers to strengthen school to industry partnerships.

You will be required to establish and maintain effective networks and work collaboratively with businesses and industry groups to build strong and vibrant links that promote Australian School-based Apprenticeships (ASbAs) as a career pathway for students in the ACT. You will also support the ASbA Coordinator who is responsible for the growth of ASbAs more broadly in ACT schools, through a continuous improvement lens.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders to understand business requirements and work collaboratively to develop effective solutions that can be applied universally. This will include working collaboratively across business units and directorates to develop documentation and run workshops.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You will have the ability to 'wear multiple hats', be a team player, juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

Eligibility/Other Requirements:

#### **MANDATORY REQUIREMENTS**

Possession of a current driver's licence and access to a private vehicle.

Permanent resident of Australia.

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

#### **HIGHLY DESIRABLE**

Significant experience and understanding of the VET sector, ASbAs and local industry.

Competent user of Microsoft Office programs

Notes: This is a temporary position available 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. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Selection may be based on application and referee reports only.

How to Apply: Please submit a statement of claims (maximum of six pages) addressing the Selection Criteria. Also provide your current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Teo (02) 6205 7231 [Peter.Teo@act.gov.au](mailto:Peter.Teo@act.gov.au)

**Margaret Hendry School**

**Director of First Impressions**

**School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 52197)**

Gazetted: 24 January 2023

Closing Date: 31 January 2023

Details: Margaret Hendry School is seeking a highly motivated, experienced Administrative Support Officer to provide office support services to the school through centralised processes and procedures.

The successful applicant will provide appropriate advice and support to staff and parents on student related matters with assistance from senior staff. In this position the applicant will need the ability to develop, implement and maintain processes that contribute to the efficient and effective management of the school. The successful applicant will support the Business Manager in day-to-day activities, undertake administrative duties in the front office, prepare and publish public communications assist in the management of school events, and support the whole-school administrative function.

The successful applicant will possess excellent communications skills, have experience in working within a team of executive staff, and a proven ability work within a busy work environment that has competing demands.

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, Current and former ADF members 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](http://act.gov.au))

Highly desirable:

Knowledge of school specific software including Sentral.

Knowledge of Microsoft Outlook, Word and Excel.

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 submit a statement of claims (maximum of two pages) addressing the Selection Criteria. Also provide a current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide additional referees and referee reports.

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

Contact Officer: Meghana Pachika (02) 6142 2800 [Meghana.Pachika@ed.act.edu.au](mailto:Meghana.Pachika@ed.act.edu.au)

**Office for Schools****Tuggeranong Network****Caroline Chisholm School****High School Classroom Teacher - Science Specialist****Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 35306)**

Gazetted: 23 January 2023

Closing Date: 6 February 2023

Details: Caroline Chisholm School is a dual campus P-10 school. Each day we live three key values of respect, responsibility and perseverance; with four underlying beliefs of learning, equity, growth and inclusion. We are seeking a dynamic and flexible science teacher for permanent employment on our 7-10 campus.

This position requires a candidate who thrives working as part of a highly effective teaching team. Knowledge of common formative assessment tasks, flexible learning pedagogies and the Senior Secondary Science Australian Curriculum are integral to this role. A specialist teaching area additional to science is welcomed.

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](http://act.gov.au))

How to Apply: Please 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. Referees: 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. The selection process: The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

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

Contact Officer: Jennifer Howard (02) 6142 3550 Jennifer.Howard@ed.act.edu.au

### **School Improvement**

#### **Narrabundah College**

##### **Finance Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 31613)**

Gazetted: 24 January 2023

Closing Date: 7 February 2023

Details: Narrabundah College is seeking an energetic, organised and self-motivated officer to undertake the duties of School Administrative Officer - Finance. Under the direction of the Business Manager the successful applicant will undertake all the finance tasks of the school including receipting, payables, banking, filing and assisting with other administrative tasks. The successful applicant will have experience in Finance preferably in a school environment and knowledge of Xero.

Part time could be considered for the suitable applicant and has the potential to become permanent.

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](http://act.gov.au))

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.

Notes: This is a temporary position available until 30 June 2023 with the possibility of permanency.

How to Apply: Please submit a current curriculum vitae and response to the Selection Criteria (maximum two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Street (02) 6142 3200 Jenny.Street@ed.act.edu.au

### **System Policy and Reform**

#### **Enrolments and Planning**

##### **Schools Planning**

##### **Senior Director Schools Planning**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 58819)**

Gazetted: 19 January 2023

Closing Date: 26 January 2023

Details: EDUCATION DIRECTORATE

The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of public schools across the ACT and for regulating non-government school and early childhood education providers.

##### **ENROLMENTS AND PLANNING BRANCH**

The ACT government public education system is growing at a rapid pace. Growth in student numbers in ACT public schools is projected to continue to increase over the next decade. Enrolments and Planning Branch is responsible for developing the Directorate's response to this rapid growth, focusing mainly on planning for the school infrastructure needs for the next decade. The Branch also has carriage of enrolment policy particularly in relation to addressing student demand. A significant element of the Branch work involves collaboration with other areas of the Directorate and other parts of the ACT Government.

## RESPONSIBILITIES OF THE POSITION

The Senior Director Schools Planning will be responsible for providing policy advice in relation to student demand projections and corresponding school infrastructure planning, through leadership and management of a planning team. This will involve goal setting, project planning, staff management and assurance of delivery of quality outputs through policy and infrastructure options that respond to the intensifying pattern of urban infill across Canberra. This responsibility will involve significant liaison with the Environment, Planning and Sustainable Development Directorate in relation to residential development, land release and the planning regulatory environment relevant to either, or both, suburban and urban renewal residential developments.

The Senior Director will be responsible for overseeing implementation and maintenance of the evidence base supporting school planning, including the student demand projections model, and incorporating this into policy advice. The Senior Director will lead and direct the analysis of the evidence to formulate advice on school planning matters and demand response options. The Senior Director will be called upon for advice in relation to broader school planning matters, including in greenfield developments and urban infill and contribute to the development of innovative options for new and/or expanded school infrastructure to respond to student demand and population growth, including preparation of budget Business Cases.

The Senior Director will be involved in policy work, including implementation of the school infrastructure planning framework and through the framework, provide evidence based guidance on the common, major infrastructural choices for new school facilities, such as location, size (in terms of student capacity), stages of schooling (P-6, 7-10 etc) and more.

The Senior Director should bring knowledge and experience in ACT Planning processes and governing legislative and other requirements, as well as experience in the development of public policy and related Ministerial and Cabinet processes. As this role will require delivery of strategic outcomes under constrained timeframes, the officer must be able to thrive in an environment of change and formulative direction setting. Innovative thought processes and innovative work practices will be required.

Key deliverables for the school planning agenda over the next will include:

- demographic modelling and generating enrolment projections

- analytical studies of student demand and options for school capacity for the regions of Canberra, particularly those areas experiencing residential growth through suburban (greenfield) developments and urban infill

- development of policy settings for school infrastructure

- development of a series of budget Business Cases for new and expanded infrastructure

- development of governance structures for school infrastructure planning within the Directorate and in relation to collaboration with partner agencies.

The Senior Director will collaborate with policy and operational areas within the Education Directorate, as well as with other relevant ACT Government Directorates.

Eligibility/other Requirements:

### SELECTION CRITERIA

Leadership and management skills, including the ability to manage a work program to deliver quality work, including under pressure and to develop junior staff as well as participate as an effective team member.

High level analytical skills, showing experience in analysis of quantitative and qualitative data; complex public policy development processes (Ministerial and Cabinet processes); strategic and innovative thinking and the ability to translate analysis into quality written work.

Effective numeracy skills, particularly the ability to understand, interpret and effectively communicate enrolment forecasting and projections data.

Demonstrated ability to collaborate effectively and with influence with Directorate colleagues, including the teaching workforce, across government and with external stakeholders.

Knowledge and experience in suburban and urban development, ACT Planning processes, governing legislative and other requirements and the relationships influencing student demand and school infrastructural capacity.

Demonstrated practice of the ACT Public Service values of collaboration, respect, integrity and innovation.

Note: This is a temporary position available until 30 June 2023, with the possibility of permanency. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a one page expression of interest in the role that responds to the selection criteria, along with current curriculum vitae and contact details for two referees.

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

Contact Officer: Vanessa S Attridge (02) 6205 3502 [vanessas.attridge@act.gov.au](mailto:vanessas.attridge@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](mailto:jobs@act.gov.au)

**Climate Change and Energy  
Senior Leadership Support Team  
Executive Officer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60235)**

Gazetted: 24 January 2023

Closing Date: 7 February 2023

Details: Our Business

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 service values guide the decision making and operations of the ACTPS. Within the ACT Public Service the Environment, Planning and Sustainable Development Directorate (the Directorate) vision is 'shaping Canberra's future' and our mission is to be informed, connected, innovative.

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. In addition the Directorate provides corporate and governance support for the Suburban Land Agency and the City Renewal Authority. The Directorate, the Authority and the Agency when considered together are referred to as the EPSDD Portfolio.

**Our Workforce**

We have a dedicated team that covers a diverse range of functions. We are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission. We support the ongoing education and development of all of our people. Our goal is to develop our people so that they have the right skills to help us meet our vision and deliver on our mission for the community. We believe in supporting each member of our team to grow their own skills and knowledge which they share with their team and the wider community that makes up the EPSDD Portfolio.

**DIVISION OVERVIEW**

**What we do**

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.

We are creating our climate ready city.

Through policies and programs including active engagement with the community, we seek to reduce carbon emissions, reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste and improve its management, improve information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city. The ACT has adopted world-leading targets to reach net zero greenhouse emissions by 2045 and a comprehensive strategy to address the changes in the climate. We have interim targets along the way, including ensuring the continuation of supply of 100% renewable energy for the ACT.

Knowing that the climate is changing, the government is also focused on ensuring the community is prepared for these changes and the risks they bring and puts in place appropriate strategies to address these risks. While climate change is a key focus of the Division, we also support effective policies and programs to support broader sustainability outcomes in areas such as waste, transport and the built environment.

The Division also has policy oversight of the ACT's energy sector, ensuring electricity, gas and liquid fuel supplies are reliable, sustainable and efficient. The ACT has some of the lowest electricity prices in the country and very high reliability while also moving quickly towards 100% renewables.

While our main focus is on the ACT, we also work with national and international governments, organisations and forums to share experiences, cooperate on projects to build scale and provide security for investment in innovative technologies.

### Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We are engineers, scientists, landscape architects, economists, diplomats, social workers, farmers, teachers and many others; our diverse backgrounds reflect the diversity of what we do, and the way climate change impacts on every aspect of society. We are united by our commitment to effectively deliver the government's promise of effective action.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

### What we offer

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

Opportunity to work on world leading, cutting edge innovations and contribute to policies and programs which are helping to solve the global climate emergency which requires urgent, significant, ongoing and unprecedented action.

A flexible workplace which enables activity-based work in a fun and creative environment.

The opportunity to work with passionate, innovative and experienced leaders who will demonstrate integrity and support you to develop your expertise and be informed, collaborative and innovative.

A vibrant workplace culture that is collaborative, strategic, courageous, creative and disciplined.

Please note, under ABW arrangements, officers will not have a designated workstation/desk as the workplace is designed for activity-based working (ABW).

### THE TEAM YOU WILL WORK IN

The Senior Leadership Support team is responsible for providing assistance to the Senior Leadership Team (Executive Group Manager, Executive Branch Manager and Senior Directors) in the Division. You will be working with various teams across the Division, Directorate and Whole of Government to meet the Territory's sustainability and climate change policies and targets.

The Senior Leadership Support team is a team of three people whose key focus is in supporting the senior leadership group through efficient management of workflow, up-to-date management information, development and use of systems that enhance productivity across the division, facilitating effective coordination of priority tasks, and allowing senior managers to focus on the highest-priority tasks.

You will lead the Senior Leadership Support team, supervising executive support staff, allocating and prioritising tasks, and managing the team's workload and resources to meet objectives.

### DUTIES / RESPONSIBILITIES

The role of Executive Officer will work with others in the small Senior Leadership Support Team to assist the Executive Group Manager and supervise others in the team to provide support to Executive Branch Managers and Senior Directors. The Executive Officer works closely to provide high level executive support to the Division to promote a positive culture based on respect and collaboration across all work areas.

Under limited direction and working collaboratively with colleagues across the Portfolio, the responsibilities of the Executive Officer include but are not limited to:

Undertake high level coordination, liaison and advice on activities on behalf of the Executive Group Manager and the EBM's in the Climate Change and Energy Division to manage workload and priorities.

Monitor and track the workflow and quality control of output from the Climate Change and Energy Division for Government correspondence and reporting obligations.

Create, implement and embed business systems and processes to support the effective management of correspondence to and from the Division.

Anticipate and analyse issues and identify solutions on a range of matters to support the effective operations of the Division.

Plan and manage projects identified by Executive Group Manager relating to the operations and functions of the Division.

Lead to improving and developing administrative and business practices, policies and procedures that are efficient and standardised across the Division.

Undertake secretariat duties for executive committees.

Coordinate activities and deliverables of the Executive Group Manager's office on day to day issues, including supervision of executive support staff.

Undertake other adhoc duties as required to support the effective operation of the stream.

Maintain records in accordance with the *Territory Records Act 2002*.

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/Requirements

Experience with the Objective records management system.

Knowledge of the Territory's Government processes, in particular, Cabinet and Legislative Assembly processes is highly desirable.

Finance knowledge is highly desirable.

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: SELECTION CRITERIA

Please respond to the selection criteria in no more than two pages.

Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities listed above.

Skills

Demonstrated exceptional high-level administrative, organisational, and coordination skills, including the ability to manage multiple projects and work to competing deadlines while remaining flexible to the demands of the business.

Supervision experience

Knowledge

Demonstrated research and analytical skills, with the ability to be solutions focused, identify and make sound judgements on sensitive and complex issues.

Behaviour

Excellent interpersonal and communication skills, both written and oral, and the demonstrated ability to work with people across different levels, to represent the Directorate in a range of situations, and to provide a customer/end user focussed service.

Demonstrated ability to exercise initiative, manage competing priorities, work under pressure and within tight timeframes in a high pressure and dynamic work environment.

Demonstrated ability to add value to the team, Division, EPSDD and ACT Government based on the ACT Government Signature Values and Behaviours and the Directorate culture as described in the Division Overview.

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

Contact Officer: Ros Malouf (02) 6207 5335 Ros.Malouf@act.gov.au

### **Justice and Community Safety**

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

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

ACT Courts and Tribunal Temporary Employment Register

Administrative Services Officer Class 2 and 3 \$60,620 - \$73,920 (PN: Temporary)

Gazetted: 24 January 2023

Closing Date: 30 June 2023

Temporary Employment Register

The ACT Courts and Tribunal Temporary Employment Register is used to select staff for non-advertised short-term vacancies that arise from time to time in the ACT Courts and Tribunal.

The type of temporary employment vacancies that arise are general administrative work at the Administrative Services Officer (ASO) 2 and ASO 3 entry level only.

Roles may be filled based on operational requirements and the business needs of the organisation. Applicants will only be contacted if a vacancy arises suiting their skills and experience.

There is no guarantee that an offer of employment will be made while an application remains on the register.

**REQUIREMENTS**

Applicants must meet the following requirements:

**Citizenship** – To be eligible for temporary employment you must be in Australia on a visa with unconditional working rights or be an Australian citizen or permanent resident.

Security checks – All new employees to the ACT Government are required to undergo an Australian Federal Police criminal history check. The check assists the ACT Courts and Tribunal in determining the suitability of applicants for employment.

Previous employment check – The ACT Courts and Tribunal may contact applicants' past or present employers in order to obtain background information about their suitability for employment.

Availability - It would be appreciated if applicants to the Register keep their availability current. If you are no longer available for employment, please advise us via the email address below.

Application expiry - The Register is refreshed at the end of June and December of each year. To remain on the Register, you will need to re-apply.

#### TO GET ON THE REGISTER

Please refer to the requirements as set out in the Information for Applicants. The Application Coversheet is to be completed and submitted along with a current resume, contact details of two referees and any supporting documentation (in Microsoft Word, PDF or RTF form) to [ACTCT.Tempregister@act.gov.au](mailto:ACTCT.Tempregister@act.gov.au)

For further information regarding the above please contact the Temporary Register Officer via email [ACTCT.Tempregister@act.gov.au](mailto:ACTCT.Tempregister@act.gov.au).

ABOUT ACT COURTS AND TRIBUNAL Please visit: [www.courts.act.gov.au](http://www.courts.act.gov.au).

Contact Officer: Temporary Register Officer on [ACTCT.Tempregister@act.gov.au](mailto:ACTCT.Tempregister@act.gov.au)

### ACT COURTS & TRIBUNAL

#### REGISTRAR'S OFFICE (M.C.)

#### JUDICIARY STAFF (M.C.)

##### Associate to Magistrate

**Associate Level 1 \$68,685 - \$70,403, Canberra (PN: 40078, several)**

Gazetted: 24 January 2023

Closing Date: 31 January 2023

Details: BRANCH OVERVIEW

The Registrar's Office (Magistrates Court) provides support to the Courts and the Judiciary including exercising statutory powers of a Registrar/Senior Deputy Registrar of the Court and providing legal, policy and procedural advice.

The Magistrates Court operates under the Magistrates Court Act 1930 and hears both civil and criminal matters. Civil claims up to \$250,000 are heard in the Magistrates Court.

The Magistrates Court consists of the Chief Magistrate, resident Magistrates and Special Magistrates and is supported by the Registrar, Magistrates Court, Deputy Registrars, Sheriff and staff (including Chambers staff) of the ACT Courts and Tribunal who provide registry and other services.

#### POSITION OVERVIEW

The role of the Associate to a Magistrate is unique and involves a close working relationship between the Magistrate and the Associate.

The Associate is a personal and confidential aide to a Magistrate, in and out of court. This may involve assisting in the management and co-ordination of the Magistrate's judicial, ceremonial, court management, administrative and legal research responsibilities, including in-court and out-of-court services as required which contributes to the efficient operation of the Magistrates Court.

A position as an Associate is a rare opportunity to gain insight into the court processes and workings of the Court and to the Chief Magistrate and as such is highly sought after and competitive. It is an invaluable experience, particularly for those interested in litigation or a career as a barrister.

The Associate, though an employee of the Directorate, specifically supports and is accountable to their allocated Magistrate and is responsible to the Principal Registrar and Chief Executive Officer, ACT Courts and Tribunal for employment and financial matters.

\*The Associate reports to the Chambers Manager for administrative matters. For legal tasks the Associate reports to their allocated Magistrate.

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

You must hold a Bachelor of Laws Degree.

Notes: There are several temporary positions available immediately until 26 January 2024.

Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a one page covering letter, transcript of academic record and concise curriculum vitae including names and contact details for two referees.

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

Contact Officer: Elizabeth Hard (02) 6205 9562 Elizabeth.Hard@courts.act.gov.au

### **ACT Law Courts**

#### **Registry Operations**

##### **Civil Section, Commencement Unit**

##### **Registry Support Officer**

##### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 46958)**

Gazetted: 24 January 2023

Closing Date: 7 February 2023

Details: The Registry Support Officer provide administrative support across registry operations. They provide client service, handle enquiries, process documents, provide in-court support, prepare and manage files, record outcomes and list matters using the IT systems, and assist with administration. They work in a dynamic team that operates in a face-paced and client-facing environment.

You will be required to fulfil the role in line with legislation, policy, procedures and protocols, with maturity, sensitivity and compassion.

As the ACT Government employee, you must embrace individual and cultural differences by displaying courteous, respectful, non-discriminatory behaviours in all 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.

Notes: Selection may be based on application and referee reports only. Interviews may not be held. An order of merit will be established from this selection process and may be used to fill future identical vacancies with the same position description over the next 12 months.

How to Apply: Please submit a statement of claim against the Professional/Technical Skills, Knowledge and Behavioural under 'What You Require' in no more than two pages, a current curriculum vitae and the names and contact details of two referees (one should be a current supervisor/manager). Please ensure you submit all four items. When addressing the position description, you should highlight any specific examples of experience or achievements that demonstrate your ability to perform the role. Try not to duplicate information that can already be found in your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Renae Myers (02) 6207 1326 Renae.Myers@courts.act.gov.au

### **ACT Corrective Services**

#### **Custodial Operations**

##### **Compliance and Litigation Manager**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 52491)**

Gazetted: 23 January 2023

Closing Date: 6 February 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from motivated professionals to join Custodial Operations as the Compliance and Litigation Coordinator (ASO5).

The Compliance and Litigation Coordinator is responsible for supporting the Compliance Team Leader and the Director, Office of the Commissioner with activities within ACTCS that relate to compliance operations and litigation processes.

The successful candidate will work closely with the Commissioner's Office and Government Solicitor Office (GSO) to ensure that timelines for information and access are met in relation to litigation.

In addition, you will be responsible for providing a range of administrative support, including drafting documents, coordinating information for stakeholders and preparing a range of correspondence including letters, briefings and written reports.

Further to this, you will work closely with Custodial Operations staff to audit and report on operational compliance activities within the AMC and CTU, and be the first point of contact for GSO staff who need to attend the facility, ensuring appropriate and escorted access as needed.

To be successful, you will have sound administrative and organisational skills, attention to detail, possess excellent communication skills and have the ability to think and act in a busy environment.

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

Eligibility/other requirements:

Background / Security clearance checks will be conducted.

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, 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 via the Apply Now button below.*

Contact Officer: Timothy Grabowski (02) 6207 5070 Timothy.Grabowski@act.gov.au

## **ACT Corrective Services**

### **Custodial Operations**

#### **Administration Officer, Operations**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58266)**

Gazetted: 23 January 2023

Closing Date: 20 February 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from motivated professionals to join Custodial Operations as the Administration Officer, Operations (ASO5).

Working collaboratively with Correctional Officers and the AMC Executive Support Team, the Operations Administration Officer will be responsible for providing a range of administrative support, including coordination and distribution of information, updating electronic databases, collation and follow up of high-level requests, providing a range of reports and coordination of various other administrative tasks and record keeping, to assist senior Custodial staff.

To be successful, you will have demonstrated administrative experience or background in a process driven, complex, operational environment, with the ability to analyse and manage a range of requests. In addition, you will possess exceptional communication and interpersonal skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/Other requirements:

The successful candidate may be required to undergo a criminal record check

This position requires a current Working with Vulnerable People Check.

This position does require a pre-employment medical.

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, 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 via the Apply Now button below.*

Contact Officer: Natalie Adams (02) 6207 0259 Natalie.Adams@act.gov.au

## **ACT Courts and Tribunal**

### **Corporate Services and Strategy**

#### **Systems Management Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42958)**

Gazetted: 20 January 2023

Closing Date: 10 February 2023

Details: The ACT Courts and Tribunal (ACTCT), Corporate Services and Strategy Branch is responsible for delivering a range of corporate and strategic services that support the operations of each court and ACAT.

As the Systems Management Officer, you will provide essential support in managing ACTCT's business systems and applications, including ACTCT's websites and SharePoint sites, and supporting their usage.

You will also be required to assist with the creation and ongoing support of new business systems, documenting processes and implementations, as well as ensuring systems and applications continuity.

To be successful, you will enjoy working a mix of project-based and service-delivery style tasks. You will have demonstrated experience or background in SharePoint/Web content management, as well as IT service delivery and project support.

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 or relevant experience in business information systems, IT or a related field are desirable.

Experience in administering SharePoint sites is highly desirable.

Experience with Website Content Management Systems including Squiz Matrix is highly desirable.

Police checks may be conducted.

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:

Your up-to-date curriculum vitae (max three pages)

A two-page pitch which outlines your ability and experience to perform the role, this includes the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description.

The contact details of two referees.

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

Contact Officer: Dominic Bush (02) 6205 9173 [Dominic.Bush@courts.act.gov.au](mailto:Dominic.Bush@courts.act.gov.au)

## **ACT Courts and Tribunal**

### **Executive**

#### **SENIOR DIRECTOR REGISTRY OPERATIONS**

**Senior Officer Grade A \$157,201, Canberra (PN: 31086)**

Gazetted: 20 January 2023

Closing Date: 3 February 2023

Details: This position is responsible for delivering high quality registry and related court support and client services to support the business of each court, driving a culture of continuous improvement and high performance focussing on people customer and innovation, operationalising complex legislative, policy and administrative frameworks and building and maintaining important business partnerships and working relationships.

High level strategic thinking and analytical skills including demonstrated experience in leading a large team and strategic planning to support the organisations strategic direction in a dynamic changing environment.

Ability to operationalise complex legislative, policy and administrative frameworks.

Ability to engage and negotiate with internal stakeholders and external clients to deliver solutions that meet required outcomes.

This position does involve direct supervision of personnel.

Eligibility/other requirements:

Tertiary qualifications and experience in management, law, public policy or other relevant discipline is highly desirable.

How to Apply: The online application form requires a written response and a current curriculum vitae to be provided as a minimum.

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

Contact Officer: Jayne Reece (02) 6207 1203 [Jayne.Reece@courts.act.gov.au](mailto:Jayne.Reece@courts.act.gov.au)

## **Corporate**

### **Strategic Finance**

#### **Assistant Director, Financial Management Accountant**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 29265)**

Gazetted: 20 January 2023

Closing Date: 10 February 2023

Details: Strategic Finance is seeking a motivated, well organised person who can work independently and as a team member to effectively perform the role and functions of Assistant Director, Senior Management Accountant.

They should possess a good understanding and have experience in public sector budget processes and financial

frameworks, management accounting skills, excellent analytical ability and are client focused with high-level communication skills.

Strategic Finance is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting managers with business specific financial needs.

The successful applicant will be required to:

assist in the development and coordination of the Directorate's internal and external budget process and annual financial statements;

undertake financial analysis and budget costings;

financial and performance management reporting and forecast;

assist in ensuring compliance with Treasury guidelines, statutory reporting and other legislation requirements and timeframe; and

liaise and negotiate with other agencies as required.

Notes: This is a temporary position available for seven months with the possibility of extension up to 12 months. A merit list will be formed to fill any future vacancies within the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Potential candidates should include a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, a current curriculum vitae including the details of two referees.

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

Contact Officer: Mimi Huang (02) 6207 1934 Mimi.Huang@act.gov.au

## **ACT Corrective Services**

### **Ministerial Support Unit**

#### **Senior Policy Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11227, several)**

Gazetted: 19 January 2023

Closing Date: 2 February 2023

Details: ACT Corrective Services (ACTCS) is looking for experienced and motivated individuals to join The Ministerial Support Unit (MSU) as a Senior Policy Officer (ASO6).

The successful applicant will develop and maintain networks across industry, government and other stakeholders to elicit support, involvement, and knowledge relevant to and impacting ACT Corrective Services (ACTCS).

In addition, you will prepare and review relevant ministerial briefings and correspondence, including proof reading and critically examining documents and liaising with the respective Minister or Executive on any suggested amendments.

Further to this, you will co-ordinate ACTCS input to external requests for information, Freedom of Information requests, complaints and liaising with other ACTCS business units and government agencies.

To be successful in the role, the officer will need to be highly organised, have good attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector and the public, while displaying sound judgement and an ability to adhere to tight timeframes.

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

Eligibility/Other requirements:

A working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government processes is desirable.

Relevant tertiary qualifications in a relevant field, e.g.: Law, Criminology, Social Sciences, or working towards such a qualification is desirable.

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; and (3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items

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

Contact Officer: Bregje Van Spijker (02) 6205 5589 Bregje.VanSpijker@act.gov.au

## **Emergency Services Agency**

**ACT Ambulance Service****Ambulance Operations****Police Ambulance Clinician Early Response (PACER) Paramedic****Intensive Care Paramedic 2 \$109,929 - \$121,855 plus penalties, Canberra (PN: 31866, several)**

Gazetted: 19 January 2023

Closing Date: 2 February 2023

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 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.

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. Give an example of where you have worked in a multi-agency team to problem solve, adapt, and work together to achieve the best outcome for a patient.

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.

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.

See the attached Position Description for further information about the role.

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

Contact Officer: Joanne Miles 0403 268 235 Joanne.Miles@act.gov.au

**Emergency Services Agency****ACT Ambulance Service**

**Ambulance Operations****Police Ambulance Clinician Early Response (PACER) Paramedic****Ambulance Paramedic 2 \$96,807 - \$108,731 plus penalties, Canberra (PN: 49744)**

Gazetted: 19 January 2023

Closing Date: 2 February 2023

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 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 (3) 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.

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. Give an example of where you have worked in a multi-agency team to problem solve, adapt, and work together to achieve the best outcome for a patient.

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.

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.

See the attached Position Description for further information about the role.

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

Contact Officer: Joanne Miles 0403 268 235 Joanne.Miles@act.gov.au

**ACT Law Courts****Registry Operations**

**Civil Section, Family and Personal Violence Unit****Senior Team Leader****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49869)**

Gazetted: 19 January 2023

Closing Date: 2 February 2023

Details: The Senior Team Leader primary role is to manage, strategically lead and support a small team to provide administrative support services within the Family and Personal Violence Unit. Duties will include providing advice and guidance on more complex matters relevant to the jurisdiction, interpreting, applying and providing advice on legislation, planning, managing and developing staff, liaising with members of the Judiciary, clients and stakeholder groups, reporting on case management workloads and workflow, exercising the statutory appoint of Deputy Registrar and the development, review and implementation of new court policies, practices and procedures.

The position is also required to handle sensitive and protected information and will be required to fulfil the role in line with legislation, policy, procedures, and protocols, with maturity, sensitivity and compassion.

The Senior Team Leader will need to embrace individual and cultural differences by displaying courteous, respectful, non-discriminatory behaviours in all activities.

The nature of this role is such that you will be exposed to sensitive material or information that may be confronting and culturally sensitive. The ACT Courts and Tribunal provides support services and training to assist staff in being culturally aware, resilient and safe in your workplace.

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: Demonstrated knowledge and understanding of the role of the Courts in the ACT Community and its practices, procedures and related legislation would be an advantage.

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

How to Apply:

Applicants are required to submit four items:

- (1) ACT Government application cover sheet;
- (2) a statement of claim against each position descriptions capabilities criteria (limited to a maximum of two pages in total);
- (3) a current curriculum Vitae.
- (4) the names and contact details of two referees.

Please ensure you submit all four items. When addressing the position description, you should highlight any specific examples of experience or achievements that demonstrate your ability to perform the role.

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

Contact Officer: Lynette Ashlin (02) 6207 1320 [Lynette.Ashlin@courts.act.gov.au](mailto:Lynette.Ashlin@courts.act.gov.au)

**Legal Aid Commission**

Head of Practice Early Intervention (Executive Lawyer)

Legal 5 \$154,662 - \$165,878, Canberra (PN: 1285)

Gazetted: 19 January 2023

Closing Date: 12 February 2023

Working at Legal Aid ACT is an opportunity to do challenging but rewarding work and make a meaningful contribution to the circumstances of disadvantaged and vulnerable clients and communities in the ACT.

This is an exciting opportunity for an experienced legal manager to join Legal Aid ACT as the Head of Practice Early Intervention, to drive the success of this new Practice area following a structural review.

The Early Intervention Practice will include Domestic & Family Violence Unit, Family Advocacy Support Service, Family Law Duty Service, Health Justice Partnership and Family Dispute Resolution.

You will lead a team of lawyers and support staff, to manage and deliver an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients.

You will be a key senior management position within the Commission, and your work will be focused on leadership and management activities, within a legal practice setting.

You will be a member of the Commission's leadership group and be expected to implement the Commission's strategic vision for service delivery. You will have overall management responsibility (people and financial) for the

Early Intervention Practice, including KPIs across performance and supervision. You may also be required to attend Commission board meetings and represent the Commission in government and non-government forums. Further information is available from the Position Description or by contacting Dr John Boersig, Chief Executive Officer, on 6243 3411.

Eligibility to hold a restricted Practising Certificate in the ACT is required.

*For more information and how to apply click "here"*

Contact Officer: Dr John Boersig on [hr@legallaidact.org.au](mailto:hr@legallaidact.org.au) or (02) 6243 3411.

### **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](mailto:jobs@act.gov.au)**

#### **Canberra Theatre Project**

##### **Project Support Officer**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59973)**

Gazetted: 24 January 2023

Closing Date: 7 February 2023

Details: Are you our new Project Support Officer?

Major Projects Canberra is responsible for leading the design development and delivery of the redevelopment of the new Canberra Theatre Centre. Lead by the Project Director, Canberra Theatre, the team will be responsible for the procurement, planning, stakeholder and community engagement, design development and construction of a new Canberra Theatre Centre as the foremost Performing Arts Centre in the ACT.

The Canberra Theatre Project team will lead the project planning, procurement, and delivery in close collaboration with the Canberra Theatre Corporation, the Cultural Facilities Corporation, the City Renewal Authority, artsACT, and other key stakeholders in the delivery of this project and report through the Project Board to the Minister for Arts.

The Project Support Officer will support the delivery of a range of time-critical procurement activities, development and maintenance of the project controls reporting, and ongoing financial administration of current engagements in relation to the Canberra Theatre Redevelopment project.

They key duties are to provide high level project support on day-to-day functions within the Canberra Theatre Redevelopment Project Team, including:

Supporting the maintenance of key project controls, including risk, budget and program management.

Assist in the development and issue of procurements for the Canberra Theatre Redevelopment project.

Assist in the development of critical commercial, legal, financial and procurement advice for the Canberra Theatre Redevelopment project to support the decision making of the project team, MPC executive, the Project Board and the Minister.

Support the Canberra Theatre Redevelopment project's financial and contract management on the PMARS platform (the Territory's online system for managing, reporting and delivering on capital works projects).

Support the development of a tier one construction business case for the finalisation of design and delivery of the main construction packages.

The Position Description provides more details on this exciting opportunity.

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

Eligibility/other requirements:

Desirable:

Experience in an infrastructure project related environment will be an advantage.

A good working knowledge of key systems will be an advantage, including:

Records Management Systems such as Objective

Project financial / contract management systems such as PMARS

Project Management systems such as Aconex

Notes: This is a temporary position available immediately until June 2024 with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: 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: Jeff Hart (02) 6207 9373 Jeff.Hart@act.gov.au

## **Project Development and Support**

### **Project Management Office**

### **Project Controls and Reporting**

### **Project Support Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36948)**

Gazetted: 20 January 2023

Closing Date: 10 February 2023

Details: Are you our new Project Support Officer?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Project Management Office Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Prequalification & Contracts Team and the Project Management & Reporting System (PMARS) Team. The position is within the Project Controls Team, however, will work across the PMO Teams.

The Project Support Officer will report to the Project Controls Lead. The Project Support Officer will also work closely with the Executive Branch Manager, Project Management Office and the Senior Director, Work Health and Safety.

The Project Support Officer will be expected to liaise closely with all project delivery teams, and other staff and advisors across the Directorate. The key focus of the role is to support the development and implementation of the Project Delivery Framework and the WHS Management System. The role will require the close consultation and collaboration with the Prequalification & Contracts Team, WHS Active Certification Team and the PMARS Team.

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

Eligibility/Other requirements:

Desirable experience for this position includes:

Experience working in infrastructure project delivery/project support environment

Experience in creating and developing SharePoint sites

Sound knowledge of Microsoft Office Suite and other standard software

Tertiary qualifications in project management (or related field)

Experience using electronic document management systems and/or digital engineering platforms

Audit and quality management experience

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: 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: Ralf Sieberer (02) 6205 4613 Ralf.Sieberer@act.gov.au

## **Light rail**

### **Design, Environment, Sustainability and Planning**

### **Urban Design Manager**

#### **Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 59330)**

Gazetted: 19 January 2023

Closing Date: 9 February 2023

Details: Are you our new Urban Design Manager?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Urban Design Manager will report to the Senior Director, Design, Environment, Sustainability and Planning and will also be expected to work closely with staff and project advisors across Major Projects Canberra, Transport Canberra and City Services, City Renewal Authority, Canberra Metro, the Independent Certifier, Technical Advisor/s and within the ACT Government as necessary.

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

Eligibility/other requirements:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least 10 years relevant experience in Project Management.

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 a response no more than three 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

## Light rail

### technical development

#### Technical Manager

#### Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 59324)

Gazetted: 19 January 2023

Closing Date: 9 February 2023

Details: Are you our new Technical Manager?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The role of the Technical Manager reports to the EBM, Technical Develop and also works closely with staff and project advisors across Major Projects Canberra, Transport Canberra and City Services, City Renewal Authority, Canberra Metro, the Independent Certifier, Technical Advisor/s and within the ACT Government as necessary. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply

Eligibility/other requirements: Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least 10 years relevant experience in Project Management.

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 a response no more than three 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](mailto:jobs@act.gov.au)**

#### **Transport Canberra and Business Services**

##### **Executive Branch Manager Roads Act**

**Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E276)**

Gazetted: 19 January 2023

Closing Date: 04 February 2023

Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. City Services includes waste management, running public libraries, enhancement and maintenance of open spaces, building and managing our roads, footpaths and cycle paths and maintaining many of Canberra's lakes and ponds. TCCS employs just over 2000 staff working in locations across the ACT.

As TCCS's Executive Branch Manager Roads ACT you will report to the Executive Group Manager City Operations and will be responsible for providing leadership, analysis, and advice on planning, developing and implementing strategies to drive reform across the branch. You will represent the Directorate in public and at Government, industry, community, and national forums on matters that relate to roads infrastructure and provide policy advice to the ACT Government on road infrastructure issues in the ACT, the region and nationally. You will manage a team of around 115 employees with an annual budget of around \$80 million and manage as many as 80 contracts under administration with an aggregate value of up to \$250 million.

Roads ACT is responsible for the management, use and maintenance of the ACT roads, bridges, footpaths, traffic lights, street lighting and the stormwater infrastructure asset base. The role is also responsible for management of Canberra's traffic, line-marking, project management, sign design and manufacture and response to emergency works that is underpinned by a 24-hour service.

To be a strong contender for this important, high-profile role you will excel in working in complex environments, you will be forward thinking, self-motivated, resilient and adept at building relationships across a broad range of sectors nationally and internally. Your integrity, judgement and strong leadership credentials will be paramount. You will have a strong focus on results and be adept at managing significant emergency events under pressure. Your impressive personal style and ability to engender trust and respect will be complemented by sound judgment, intellectual rigor, first class communication skills and impressive interpersonal and relationship building skills.

**Remuneration:** The position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

**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:** Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page [www.executiveintelligencegroup.com.au](http://www.executiveintelligencegroup.com.au) Ref. No. 837. If, after reading the selection documentation, you require further information please contact Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200.

**Contact Officer:** Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200

#### **Transport Canberra and Business Services**

##### **Executive Branch Manager Light Rail Operations**

##### **Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1008)**

Gazetted: 19 January 2023

Closing Date: 09 February 2023

Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. City Services includes waste management, running public libraries, enhancement and maintenance of open spaces, building and managing our roads, footpaths and cycle paths and maintaining many of Canberra's lakes and ponds. TCCS employs more than 2000 staff working in locations across the ACT.

As TCCS's Executive Branch Manager Light Rail Operations you will report to the Executive Group Manager, Transport Canberra and will be responsible for providing commercial and contract management expertise, leadership, analysis, and advice on planning, developing and implementing strategies to drive reform across the branch. The Executive Branch Manager Light Rail Operations is a key role within TCCS responsible for overseeing the successful operation and maintenance of light rail by the contracted partner. The Executive Branch Manager is responsible for managing the contract, creating and maintaining strong relationships with the contracted partner and resolving any contract related issues.

Transport Canberra Light Rail Operations is responsible as the ACT Government representative under the Project Agreement for the management of the contract with Canberra Metro which is responsible for delivery and operation of the service. The branch manages the interactions with Canberra Metro and also leads coordination across the ACT Government of related activities, including emergency services, roads interfaces, legislation, planning approvals and ticketing and revenue protection. Light Rail Operations works closely with Major Project Canberra on the design, planning and construction for future stages of Light Rail in the ACT.

To be a strong contender for this important, high-profile role you will have strong commercial and contract management experience and excel in working in complex environments. You will be forward thinking, self-motivated, resilient and adept at building critical relationships across a broad range of sectors both commercially, with regulators and within Government, nationally and locally. Your integrity, judgement and strong leadership credentials will be paramount. You will have a strong focus on delivering results and stakeholder management, ensuring the best outcomes are achieved for the Territory. Your impressive personal style and ability to engender trust and respect will be complemented by sound judgment, intellectual rigor, first class communication skills and impressive interpersonal and relationship building skills.

Your ability to

**Remuneration:** The position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

**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:** Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page [www.executiveintelligencegroup.com.au](http://www.executiveintelligencegroup.com.au) Ref. No. 836. If, after reading the selection documentation, you require further information please contact Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200.

**Contact Officer:** Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200

## City Services

### ACT NoWaste

#### Waste Regulation, Assurance and Administration

#### Director Waste Regulation, Administration and Assurance

#### Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 37979)

Gazetted: 24 January 2023

Closing Date: 7 February 2023

**Details:** ACT NoWaste delivers the ACT Government's recycling and waste management program and is a unique organisation in Australia: we deliver both state/territory and local government functions. We are a diverse, innovative and professional team from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

The Director Waste Regulation, Assurance and Administration leads engagement with industry to ensure compliance with the requirements under the *Waste Management and Resource Recovery Act 2016*. The Director leads a team of skilled staff to deliver regulatory policy, licensing of waste facilities, registration of waste transporters, waste activity reporting and analysis, and assurance of statutory and contractual requirements for the ACT Container Deposit Scheme.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

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

#### Eligibility/ Other Requirements

Experience working in an environment undertaking a range of regulatory and/or contract management activities such as monitoring, auditing, enforcement, or investigation.

Certificate IV in Government (Statutory Compliance), Certificate IV in Government (Investigations), Certificate IV in Quality Audit, or equivalent.

A current Class C Drivers Licence or equivalent.

A Work, Health and Safety Construction Induction "White Card", first aid qualification, and completion of personal safety training (such as Situational Awareness) would be highly regarded.

**Note:** The successful applicant must meet suitability requirements (experience, qualifications and personal character) to be appointed as an Authorised Person under the Act.

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

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

**How to Apply:** Applicants are to address the criteria highlighted under the 'What you Require' section located in the Position Description (maximum 4 pages) and provide a current curriculum vitae and the names and contact of two referees. Please note, response to criteria must include a response to both the Skills and Knowledge and Behavioural capabilities criteria.

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

**Contact Officer:** Ashe Pepper 0481069356 [ashe.pepper@act.gov.au](mailto:ashe.pepper@act.gov.au)

## City Services

### Road ACT

#### Business Support

#### Administration Officer

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 00823)**

Gazetted: 24 January 2023

Closing Date: 21 February 2023

Details: Under limited direction, the position will deliver financial business functions for the Roads ACT team in accordance with the Directorate's policies, guidelines, practices and procedures to achieve corporate objectives. Roads ACT is looking for candidates with proven ability to identify discrepancies in data sets by paying focused attention to detail.

The successful candidate will work with a diverse and active team within Roads ACT and be a key player in the daily work being undertaken. There are currently four roles within Business Support that perform this function. This position requires a person 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 develop and engage with the right people to get the job done.

Eligibility/Other Requirements:

Permanent resident of Australia.

Experience working in finance/administration in a previous role.

Knowledge of Roads ACT's operations is desirable.

This position does not require a pre-employment medical.

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

How to Apply: Candidates should provide a maximum four page response to the Selection Criteria (what you require); a current curriculum vitae (resume) and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kimberley Nyberg (02) 6207 5825 [Kimberley.Nyberg@act.gov.au](mailto:Kimberley.Nyberg@act.gov.au)**City Presentation****Sport and Recreation Facilities****Grounds Manager - North Side Sports Grounds****Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 10417)**

Gazetted: 23 January 2023

Closing Date: 6 February 2023

Details: Expressions of interest are sought from officers who are interested in joining the dynamic Sport and Recreation Team as a Sports Ground Manager for the North Side.

It is a good opportunity to gain some experienced in a specialised area of City Presentation, which focuses on turf management, irrigation management and supports to the operation of assets used by Canberra's sporting community.

As the Sports Ground manager you will be part of a team who looks after 154 hectares of irrigated grass, management and maintenance of the sporting playing surface are fit for purpose and ready for Summer and Winter sport.

It's a chance to put your skills to the test or develop some new ones.

The successful applicant will be required to manage a programme of repairs and maintenance activities and will be responsible for a small team of tradespersons.

Eligibility/Other requirements:

Preparedness to wear a uniform and to work anywhere in the ACT. This may also involve working alone operating equipment.

Permanent resident of Australia

Driver's licence (C-class)

Workplace Health and Safety Induction (White Card)

Ability to undertake the physical requirements of the tasks listed above.

Certificate in Turf Management or Horticulture.

Knowledge and experience with the operation of computerised irrigation management system.

Notes: This is a temporary position available from 01 March 2023 until 31 January 2024. Selection may be based on application and referee reports only.

How to Apply: Candidates should include a supporting statement of no more than four pages addressing the selection criteria, a curriculum vitae and the names of two referees.

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

Contact Officer: Dave Mann (02) 6207 5143 Dave.Mann@act.gov.au

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

## APPOINTMENTS

### ACT Health

#### **Health Professional Level 1 \$66,285 - \$86,842**

Nasrin Sterling, Section 68(1), 23 January 2023

### ACT Integrity Commission

#### **Senior Officer Grade C \$114,928 - \$123,710**

Stephen Heffernan, Section 68(1), 23 January 2023

#### **Senior Officer Grade C \$114,928 - \$123,710**

Vanessa Heffernan, Section 68(1), 23 January 2023

### Canberra Health Services

#### **Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)**

Helen Bateman, Section 68(1), 6 January 2023

#### **Technical Officer Level 1 \$62,599 - \$65,631**

Paolo Cabanban, Section 68(1), 19 January 2023

#### **Health Professional Level 2 \$70,679 - \$97,028**

Isabella Dunne, Section 68(1), 19 January 2023

#### **Registered Nurse Level 2 \$100,957 - \$107,000**

Kylie Edwards, Section 68(1), 23 January 2023

#### **Registered Nurse Level 1 \$72,698 - \$97,112**

Laura Fife, Section 68(1), 21 December 2022

#### **Health Service Officer Level 7 \$67,760 - \$71,554**

Joshua Gibbons, Section 68(1), 17 January 2023

#### **Registered Nurse Level 1 \$72,698 - \$97,112**

Supriya Gyawali, Section 68(1), 26 January 2023

#### **Senior Building Trade \$83,597 - \$89,398**

Wasantha Jayasuriya Mudiyanse, Section 68(1), 23 January 2023

#### **Medical Imaging Level 2 \$70,679 - \$97,028**

Kate Kitchenside, Section 68(1), 12 January 2023

#### **Health Service Officer Level 7 \$67,760 - \$71,554**

Nikolaon Papanicolauou, Section 68(1), 18 January 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Daisy Pun, Section 68(1), 22 January 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Bobby Ryan, Section 68(1), 23 January 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Mingmar Lhamo Sherpa, Section 68(1), 20 January 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Tahlia Wallis, Section 68(1), 26 January 2023

**Canberra Institute of Technology****Teacher Level 1 \$80,673 - \$107,642**

David Bain, Section 68(1), 16 January 2023

**Teacher Level 1 \$80,673 - \$107,642**

Shane Carmody, Section 68(1), 16 January 2023

**Teacher Level 2 \$114,979**

James Dunstan, Section 68(1), 23 January 2023

**Teacher Level 1 \$80,673 - \$107,642**

Jodie Green, Section 68(1), 16 January 2023

**Teacher Level 1 \$80,673 - \$107,642**

Maria Handoko, Section 68(1), 16 January 2023

**Teacher Level 1 \$80,673 - \$107,642**

Brian Hogan, Section 68(1), 16 January 2023

**Teacher Level 1 \$80,673 - \$107,642**

Nigel James, Section 68(1), 19 January 2023

**Teacher Level 1 \$80,673 - \$107,642**

Sammuel Kairouz, Section 68(1), 16 January 2023

**Teacher Level 1 \$80,673 - \$107,642**

Aristotelis Papadogiannis, Section 68(1), 19 January 2023

**Teacher Level 1 \$80,673 - \$107,642**

David Thompson, Section 68(1), 19 January 2023

**Chief Minister, Treasury and Economic Development****Administrative Services Officer Class 3 \$68,685 - \$73,920**

Md Tanvir Alam, Section 68(1), 20 January 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Gary Cheung, Section 68(1), 24 January 2023

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Vijay Kulharia, Section 68(1), 20 January 2023

**Teacher Level 1 \$80,673 - \$107,642**

Graeme Mangelsdorf, Section 68(1), 16 January 2023

**Administrative Services Officer Class 2 \$60,620 - \$66,939**

Hoang Nguyen, Section 68(1), 23 January 2023

**Senior Officer Grade B \$135,355 - \$152,377**

Cathlin Vignon, Section 68(1), 30 January 2023

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Qianyi Wu, Section 68(1), 23 January 2023

**Community Services****Youth Worker 1 \$68,685 - \$73,920**

Drew Cady, Section 68(1), 31 January 2023

**Child and Youth Protection Professional Level 1 \$73,505 - \$92,131**

Peter Doherty, Section 68(1), 23 January 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Robert Williams, Section 68(1), 30 January 2023

**Education****School Assistant 2/3 \$51,548 - \$62,857**

Simone Cooper-Trlifaj, Section 68(1), 24 January 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Kanchana Ilangasinha, Section 68(1), 3 January 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Harminder Mehra, Section 68(1), 24 January 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Thomas Paterson, Section 68(1), 24 January 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Heidi Procter, Section 68(1), 24 January 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Lachlan Rutherford, Section 68(1), 24 January 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Alicia Twohill, Section 68(1), 23 January 2023

**Classroom Teacher \$76,575 - \$114,624**

Section 68(1)

Ben	Parker	17 January 2023
Taylor	Marriott	17 January 2023
Nathan	Munnerley	17 January 2023
Erin	Starr	17 January 2023
Emily	Mullamphy	17 January 2023

Blair	Singh	17 January 2023
Antonique	Sullivan	17 January 2023
Matthew	Gray	24 January 2023
Joshua	Smith	24 January 2023
Angus	Nolan	24 January 2023
Daniela	Oddi	17 January 2023
Erin	Dalley	17 January 2023
Hayden	Styman	17 January 2023
Charlotte	Miller	17 January 2023
Annie	Gore	24 January 2023
Rebekah	Kordas	24 January 2023
Esther	Riebe	17 January 2023
Felix	Daniels	17 January 2023
Mackayla	Box	17 January 2023
Sarah	Otuhouma	24 January 2023
David	Meyer	17 January 2023
Mary Clare	Woodforde	17 January 2023
Casey	Horan	17 January 2023
Emily	Mayberry	24 January 2023
Hilary	Anderson	24 January 2023
Allyson	Griffiths	24 January 2023
Stephanie	Burns	24 January 2023
Kayla	Pheeneey	24 January 2023
Hamish	Jackson	17 January 2023
Alexandra	Thompson	24 January 2023
Ruby	Driscoll	24 January 2023
Timothy	O'Brien	24 January 2023
Thomas	Lane	24 January 2023
Peter	Row	24 January 2023
Tracy	Williams	24 January 2023
Danyon	Wells	24 January 2023
Liana	Valandro	17 January 2023
Caspian	Jacobsen	17 January 2023
Hugh	Bowden	17 January 2023
Leigh	Kanara	24 January 2023
Kim	Werner	24 January 2023
Gwendolen	McCormack	24 January 2023
Rashmi	Gautam	24 January 2023
Rosa	Cabrera	24 January 2023
Sara	Suleiman	24 January 2023
Jamie	Cannon	24 January 2023
Hannah	Leake	17 January 2023
Mark	Glover	24 January 2023
Yi (Hailey)	Liu	24 January 2023
Breanna	Sturgess	24 January 2023
Alison	Wallace	24 January 2023

Courtney	Long	17 January 2023
Nicholas	Tugwell	17 January 2023
Chelsea	Rolls	17 January 2023
Jessica	McGarritty	24 January 2023
Aaron	Holt	24 January 2023
Nathan	Sedunary	24 January 2023
Laura	Egan-Burt	24 January 2023
Tania	Nowroozi	24 January 2023
Emma	Bowden	24 January 2023
Erin	Sneep	17 January 2023
Jacqueline	Martin	24 January 2023
Jennifer	Pham	24 January 2023
Ashleigh	Sorenson	24 January 2023
Emily	Kreymborg	24 January 2023
Isobel	Baker	24 January 2023
Fiona	Manton	24 January 2023
Lara	Sweeney	24 January 2023
John	Chew	24 January 2023
Kirrilly	McKenzie	24 January 2023
Oscar	Jolly	17 January 2023
Sarah	Hohnke	17 January 2023
Kirstin	Guenther	24 January 2023
Paris	Corcoran	24 January 2023
Kimberley	Rogers	17 January 2023
Dean	Baddah	17 January 2023
William	Degotardi	24 January 2023
Alexandra	Robinson	24 January 2023
Carla	Yeates	24 January 2023
Heather	Coulson	24 January 2023
Leon	Bennett	24 January 2023
Sophie	Oliver-Pages	17 January 2023
Ryan	Tinker	17 January 2023
Luke	Burger	24 January 2023
Shaun	Dati	24 January 2023
Katie	Smith	17 January 2023
Scott	Fagan	17 January 2023
Henry	Gowers	17 January 2023
Teagan	Lovett	17 January 2023
Nicole	Jones	24 January 2023
Rebecca	Jamieson	24 January 2023
Kirsten	Little	24 January 2023
Natasha	Lillywhite	24 January 2023
Julia	Schwarz	24 January 2023
Emma	Morrison	24 January 2023
Kirsty	Hollow	24 January 2023
Ruby	Evans	24 January 2023

Linton	Chapman	24 January 2023
Jessica	Durrell	24 January 2023
Emma	Nixon	24 January 2023
Craig	Ackland	17 January 2023
Timothy	Dobson	17 January 2023
Ziyi (Hazel)	He	17 January 2023
Kylie	Munn	24 January 2023
Anthony	Walker	24 January 2023
Sophie	Hopkins	17 January 2023
Georgia	Saipani	24 January 2023
Amandeep	Kaur	17 January 2023
Mengjie (Georgia)	Jiao	17 January 2023
Donald	Gourlay	24 January 2023
Olivia	Skein	17 January 2023
Robert	King	24 January 2023
Kai	Mohell	24 January 2023
Jack	Beattie	17 January 2023
Joss	Kirk	17 January 2023
Emma	Munnings	24 January 2023
Jason	Boyd	24 January 2023
Rodney	Cassell	24 January 2023
Crystal	Martin-Mcilraith	24 January 2023
Trung	Bui	24 January 2023
Qianyu (Amy)	Xu	17 January 2023
Stefan	Andonovski	24 January 2023

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

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566**

Fotini Tzavalas, Section 68(1), 23 January 2023

#### **Justice and Community Safety**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705**

William Bashford, Section 68(1), 23 January 2023

##### **Senior Officer Grade C \$114,928 - \$123,710**

Radhika Chaudhri, Section 68(1), 6 February 2023

##### **Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Elenka Egan, Section 68(1), 23 January 2023

##### **Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Belinda Ewers, Section 68(1), 23 January 2023

##### **Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties**

Irene Herrero, Section 68(1), 23 January 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Claire Peters, Section 68(1), 20 January 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Lauren Popielczyk, Section 68(1), 23 January 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Amber Sattler, Section 68(1), 19 January 2023

**Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties**

Michael Stone, Section 68(1), 23 January 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Nicholas Tandy, Section 68(1), 23 January 2023

**Transport Canberra and City Services****EGSO4.2 - Workshop Staff \$73,651**

Harrison Claven, Section 68(1), 25 January 2023

**Infrastructure Officer 3 \$115,193 - \$126,450**

Richmond Henty, Section 68(1), 19 January 2023

**TRANSFERS****Canberra Health Services****Shymol Jose**

Clinical Services

Mental Health Justice Health Alcohol &amp; Drug Services

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN:41003) (Gazetted )

**Emma Pennifold**

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. 29002) (Gazetted 23 September 2022)

**Community Services****Stephanie McDermott**

From: Health Professional Level 2 86,842

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Community Services, Canberra (PN. 59374) (Gazetted 3 November 2022)

**Education****Linda Baird**

From: School Assistant 3 \$58,404

## Education

To: School Assistant 3 \$58,404 - \$62,857

Education, Canberra (PN. 59765) (Gazetted 7 December 2022)

**PROMOTIONS****ACT Health****Yuechen Jiang**

Digital Solutions Division

Office of the Chief Information Officer

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN:50860) (Gazetted 15/11/2022)

**ACT Long Service Leave Authority****Finance****Xiaoou Wang**

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Long Service Leave Authority, Canberra (PN. 24844) (Gazetted 10 November 2022)

**Canberra Health Services****CHS Chief Operating Officer Clinical Services****Megan Godfrey**

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. 28473) (Gazetted 19 October 2022)

**CHS Chief Operating Officer Clinical Services****Talissa Lawler**

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. 43126) (Gazetted )

**Leah Mathews**

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 59758) (Gazetted )

**Maternity****Women's and Babies Operational****Chloe Norton**

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. 32576) (Gazetted 29 October 2022)

**Mitchell Scott**

From: Health Service Officer Level 3/4 \$55,350 - \$59,336  
Canberra Health Services  
To: Technical Officer Level 2 \$67,760 - \$77,593  
Canberra Health Services, Canberra (PN. 31072) (Gazetted )

**CHS Infrastructure Management and Maintenance****Sanjeev Sharma**

From: Infrastructure Officer 3 \$115,193 - \$126,450  
Canberra Health Services  
To: †Senior Officer Grade B \$135,355 - \$152,377  
Canberra Health Services, Canberra (PN. 58945) (Gazetted 21 November 2022)

**Chief Operating Officer Clinical Services****CHS Surgery****Sarah Smith**

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. 20202) (Gazetted 24 August 2022)

**Abigail Thurling**

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. 59277) (Gazetted 24 October 2022)

**Tita Widya**

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. 56759) (Gazetted 1 November 2022)

**CHS Chief Operating Officer Clinical Services****Yang Yu**

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. 19489) (Gazetted 25 October 2022)

**Canberra Institute of Technology****Education and Training Services****Health, Community and Science****Community Work****Nicola Anderson**

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920  
Canberra Institute of Technology  
To: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Canberra Institute of Technology, Canberra (PN. 35502) (Gazetted 27 June 2022)

**Industry Engagement and Strategic Relations****Industry Engagement****Amarjot Rathore**

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade B \$135,355 - \$152,377  
Canberra Institute of Technology, Canberra (PN. 57240) (Gazetted 8 November 2022)

**Chief Minister, Treasury and Economic Development**

**Shared Services**

**Finance Operations**

**Sansuda Annoptham**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Chief Minister, Treasury and Economic Development, Canberra (PN. 59389)  
This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Corporate**

**Workforce and Information Services**

**Culture, Engagement and Workforce Planning**

**Helen Brock**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Education  
To: †Senior Officer Grade C \$114,928 - \$123,710  
Chief Minister, Treasury and Economic Development, Canberra (PN. 41798) (Gazetted 14 December 2022)

**Procurement**

**Policy and Capability**

**Capability**

**Chelsea Girvan**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Chief Minister, Treasury and Economic Development, Canberra (PN. 59387)  
This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Digital, Data and Technology Solutions**

**Technology Services**

**Jinjian Huang**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Chief Minister, Treasury and Economic Development, Canberra (PN. 59393)  
This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Policy and Cabinet**

**Cabinet and Assembly, Government**

**Thomas Jackson**

From: Graduate Administrative Assistant \$76,255 - \$78,591  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Chief Minister, Treasury and Economic Development, Canberra (PN. 50376)  
This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Workforce Capability and Governance****Public Sector Employment****Arthur Livanes**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 59281)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Policy and Cabinet****Economic and Regional Policy****Niall MacKinnon**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 59392)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Workforce Capability and Governance****Workplace Safety and Industrial Relations****Regulatory Policy****Ruth Mendones**

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. 11143) (Gazetted 23 September 2022)

**Finance and Budget Group****Social Policy Branch****Anirudh Narayanan**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 36372)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Workforce Capability and Governance****Workforce Strategy and Capability****Talent Leadership****Fiona Pelosi**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 59390)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Economic and Financial Analysis****Economic and Regulatory Policy****Hock Quek**

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. 38413) (Gazetted 29 November 2022)

**Access Canberra**

**Fair Trading and Compliance**

**Compliance**

**Cameron Raspass**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 55508)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Access Canberra**

**Licensing and Registrations**

**Georgia Rutherford**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 59385)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Workforce Capability and Governance**

**Industrial Relations**

**Juliet Szanto**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 59280)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Policy and Cabinet**

**Economic and Regional Policy**

**Emily Wheatley**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 59391)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Digital, Data and Technology Solutions**

**Cloud and Platform Services**

**Edward Wyburn**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 59466)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Procurement**

**Goods and Services**

**Haoqi Yan**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 32493)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Finance and Budget Group**

**Budget and Infrastructure**

**Qian Ting Zhang**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 36375)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Finance and Budget Group**

**Budget and Infrastructure Coordination Branch**

**Yu Xuan Zhou**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 54108)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**ACT Property Group**

**Estate Management and Procurement**

**Ethan Zissler**

From: Graduate Administrative Assistant \$76,255 - \$78,591

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 59386)

This promotion to a non-advertised position in accordance with Section C6 of the Administrative and Related Classifications Enterprise Agreement 2013-2017

**Community Services**

**Housing ACT**

**Client Services**

**Katrine Lockley**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 31177) (Gazetted 11 November 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.

**Housing ACT**

**Client Services**

**Margaret Singh**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 37483) (Gazetted 29 July 2022)

**Children, Youth and Families**  
**CYPS - Practice and Performance**  
**Therapeutic Assessment**  
**Lyndell Tutty**

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024  
Community Services  
To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728  
Community Services, Canberra (PN. 16559) (Gazetted 12 September 2022)

**Education**

**School Improvement**  
**Tuggeranong Network**  
**Wanniassa School**  
**Justine Hrstic**

From: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services  
To: †Health Professional Level 4 \$114,928 - \$123,710  
Education, Canberra (PN. 60136) (Gazetted 9 December 2022)

**Business Services**  
**Communications, Engagement and Government Support**  
**Sarabjit Kuar**

From: School Assistant 2/3 \$51,548 - \$62,857  
Education  
To: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Education, Canberra (PN. 09401) (Gazetted 11 November 2022)

**Office for Schools**  
**North/Gungahlin**  
**Black Mountain School**  
**Andrew MacDonald**

From: \$76,575 - \$114,624  
Education  
To: †School Leader C \$132,293  
Education, Canberra (PN. 48847) (Gazetted 11 November 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.

**Environment, Planning and Sustainable Development**

**Business Services Division**  
**Communications and Engagement Branch**  
**Natalie Cannon**

From: Public Affairs Officer 1 \$78,591 - \$89,705  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Environment, Planning and Sustainable Development, Canberra (PN. 24708) (Gazetted 13 April 2021)

**Statutory Planning**  
**Development Assessment**  
**Richard Davies**

From: Senior Officer Grade B \$135,355 - \$152,377  
Environment, Planning and Sustainable Development  
To: †Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 49434) (Gazetted 14 September 2023)

**Environment****ACT Parks and Conservation Service****Fire, Forests and Roads****Dylan Lawrey**

From: General Service Officer Level 7 \$67,760 - \$71,554

Environment, Planning and Sustainable Development

To: Technical Officer Level 3 \$79,105 - \$89,398

Environment, Planning and Sustainable Development, Canberra (PN. 25051) (Gazetted 27 November 2022)

**Transport Canberra and City Services****Transport Canberra****Planning and Delivery****Customer Experience****Barbara Gough**

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services, Canberra (PN. 54230) (Gazetted 22 November 2022)

**City Services****City Presentation****Urban Treescapes****Gregory Newham**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services, Canberra (PN. 15544) (Gazetted 14 November 2022)

**Territory and Business Services****Libraries ACT****Service Delivery****Matthew Peric**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services, Canberra (PN. 17760) (Gazetted 3 November 2022)

**Bus Operations****Fleet****Stuart Withers**

From: Technical Officer Level 4 \$91,315 - \$104,509

Transport Canberra and City Services

To: †Senior Officer (Technical) Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. NMW001) (Gazetted 9 September 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.