



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 27 April 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>

#### **Infrastructure, Communication and Engagement Division**

##### **Communications Branch**

##### **Strategic Communications**

##### **Communication Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60907)**

Gazetted: 01 May 2023

Closing Date: 17 May 2023

Details: The ACT Health Communication and Engagement Branch is looking for a new team member to support the work of the Towards a Safer Culture project team who sit in the Office of the Chief Nursing and Midwifery Officer. This is a new position that will develop and drive phase two of the successful Be Kind to Nurses and Midwives Campaign that has been delivered in previous years.

We are looking for someone who likes to be creative, be self-driven and work with a great team of professionals who provide strategic communications and engagement services for our directorate both internally and externally. This is a great opportunity for an experienced communication professional, or for someone who is looking for a brand-new challenge to join an enthusiastic and committed team and help lead various important communication initiatives.

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

Notes: This is a temporary position available immediately. The new position will be full time for 6-12 months and then part time for the following two years (2.5 days per week with final details to be negotiated with the successful candidate).

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

How to Apply: please submit a written application of no more than two pages, clearly addressing the selection criteria – which is made up from the professional and technical skills and knowledge; and the behavioural capabilities - along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Angie Drake (02) 5124 8995 [Angie.Drake@act.gov.au](mailto:Angie.Drake@act.gov.au)

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

##### **Local Hospital Network Commissioning Branch**

##### **Director, Funding and Performance, Local Hospital Network Commissioning**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58104)**

Gazetted: 28 April 2023

Closing Date: 12 May 2023

Details: Are you a self-driven leader who likes to find innovative solutions to complex problems? Be a leader in a new team at the forefront of developing new policy and strategic directions for the ACT hospital and health system.

ACT Health Directorate's LHN Commissioning Branch is looking for a team leader who would like to help improve the performance of the ACT health system. You will lead a small team working with funding models, performance management and other governance levers. You may have some understanding of economics or economic concepts, particularly health funding models, which would be valuable to the team, but not essential. You should be able lead by example, work with financial information, health data and have strong skills in writing for government business.

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

Notes: This position is available immediately for six months, with the possibility of extension up to 18 months (November 2024) 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.

The ACT Health Directorate is currently working under hybrid working arrangements of both office-based work and working from home.

How to apply: To apply for this opportunity please submit the following:

A two-page pitch, providing examples demonstrating your suitability against the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities' section of the Position Description;

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications; and

Contact details of at least two referees.

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

Contact Officer: Sallyanne Pini (02) 6205 4689 [Sallyanne.Pini@act.gov.au](mailto:Sallyanne.Pini@act.gov.au)

### **ACT Integrity Commission**

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

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

#### **Investigations**

##### **Investigator**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51112)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

Details: The role of the Investigations team is to investigate corruption reports made to the Commission under the *Integrity Commission Act 2018* by members of the public or public servants, referrals from other agencies as well as investigations initiated by the Commission itself.

Owing to operational workloads, the ACTIC has need for one or more investigators for a period of up to 12 months.

Eligibility/other requirements:

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification; accordingly, applications can only be considered from those with Australian Citizenship.

Note: This is a temporary position available immediately for up to 12 months.

Opportunities may be offered on a full-time or part-time basis. Applications will be kept on file for 12 months from the date of application.

How to apply: Please provide a one-page cover letter briefly outlining your experience and why you are interested in a temporary position with the Commission, and a current curriculum vitae.

Applications should be sent directly to [info@integrity.act.gov.au](mailto:info@integrity.act.gov.au)

Applications should be submitted via [info@integrity.act.gov.au](mailto:info@integrity.act.gov.au)

Contact Officer: Vanessa Heffernan (02) 6207 7975 [Vanessa.Heffernan@integrity.act.gov.au](mailto:Vanessa.Heffernan@integrity.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/>**

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### **Quality, Safety Innovation and Improvement**

#### **Quality Improvement**

#### **Quality Safety Business Partner**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14200 - 02AIE)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

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.

#### **DUTIES**

Under limited direction of the Director you will be the key point of contact for divisional support in relation to all aspects of quality and safety. The position will provide expert knowledge on National Safety and Quality Health Service Standards (National Standards) and in partnership with the QSII division and executive divisional managers be responsible for the coordination and monitoring of the divisional safety and quality agenda through the planning, implementation, maintenance, monitoring and reporting of systems to support quality and safety and sound clinical governance. You will provide advice, support and leadership in the delivery of person-centred, safe and effective care, risk management and quality improvement and will work alongside the divisional executive.

You will:

#### **Quality Improvement:**

1. Work in partnership with divisional executive teams to provide leadership, drive and support agreed quality improvement projects and provide education and coaching to build capacity within the divisional teams, including working alongside clinical teams to deliver new initiatives and embed improvement to support patient and staff experience.
2. Work with the teams to develop innovative ways to share good practice and celebrate successes and support the expansion and roll out of successful changes across the system to ensure standardisation of practice and compliance with new clinical pathways and models of care.
3. In partnership with the QSII /Clinical Analytics and Insights team, Finance and Business Intelligence and other relevant data providers, ensure data reports are correct, analysed and areas for improvement reported to the appropriate governance groups in a timely manner. Support teams in the development of action plans to monitor improvement.

#### **Patient Safety and Experience:**

4. Assist in the setting agendas for the Divisional Safety and Quality Committee including the collation and analysis of data from incident management and clinical reviews, clinical audits, consumer feedback, recommendations and improvements to meet National Standards, including overdue policies and procedures provided by QSII.

5. In partnership with divisional leaders provide leadership in the implementation and monitoring of the National Standards including coordination of the Divisional map and gap, evidence repository and ensure awareness of principles of Process, Improvements, Consumers, Monitoring, Reporting and linkages to other systems (PICMoRs). In collaboration with the leadership team and Divisional National Standards Leads identify and support required improvements.
6. Analyse clinical incident reports for trends and opportunities for improvement to support clinical teams to deliver timely reports and briefings and in partnership with the divisional executive team update and review divisional risks, assess and report on emerging themes.
7. Actively participate in unit walkabouts and exceptional care conversations. This will include the development of the action plan in collaboration with the divisional leadership team.
8. 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 Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carer focused

High level of emotional intelligence and strong engagement skills

Proactive with strong organisational skills, able to work independently and within a team environment

Position Requirements/Qualifications:

#### Mandatory

- 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 tertiary or equivalent qualifications in a health profession is highly desirable.
- Minimum of four years' experience working professionally in the healthcare setting.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Jessie Holberton 0466338771 [Jessie.Holberton@act.gov.au](mailto:Jessie.Holberton@act.gov.au)

#### Clinical Services

#### Cancer & Ambulatory Services

#### Administration Manager

#### Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 12647 - 02AEE)

Gazetted: 28 April 2023

Closing Date: 12 May 2023

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#### POSITION OVERVIEW

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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 Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services, and palliative care through inpatient, outpatient, and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, Walk-in Centres and transcription.

The Service Coordinator is responsible for coordinating the workload and administration staff for a department in the Canberra Region Cancer Centre providing support to people accessing cancer services.

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#### Behavioural Capabilities

Flexible and organised with an ability to thrive in a busy and dynamic environment

Strong time management skills

A commitment to customer service with an ability / previous history of managing and developing staff

#### Position Requirements/Qualifications:

##### Mandatory

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Caroline McIntyre 5124 8536 [caroline.mcintyre@act.gov.au](mailto:caroline.mcintyre@act.gov.au)

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

#### **Child and Adolescent Mental Health Services (CAMHS)**

#### **Adolescent Intensive home treatment team.**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 49490 - 02ADJ)**

Gazetted: 28 April 2023

Closing Date: 12 May 2023

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

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

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

These services include:

- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol & Drug Services (ADS)
- Child & Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)
- Territory-wide Mental Health Services (TWMHS)

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

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

This position is for a permanent full time HP3 position at CAMHS services.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

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#### Behavioural Capabilities

To be successful in this position, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

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

#### Position Requirements/Qualifications:

##### For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 3 years paid work experience to apply for the HP3 position, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

##### For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 3 years paid work experience to apply for the HP3 position, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

##### For Social Work:

##### Degree in Social Work

- Applicants must have a minimum of 3 years paid work experience to apply for the HP3 position, post qualification, in a related/relevant organisation/service.
- Eligibility for membership of the Australian Association of Social Workers
- Must hold a current driver's license.

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.

#### Highly desirable for all disciplines:

- Experience in working with children and young people.
- Experience in working in mental health.

- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).
- Please note prior to commencement successful candidates will be required to:
- Undergo a pre-employment Police check.
- Prior to commencing this role, a current registration issued under the [Working with Vulnerable People \(Background Checking\) Act 2011](#) is required.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious disease.
- Comply with ACT Health credentialing and scope of clinical practice requirements.
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

- Be available for weekend and on call work when necessary.
- Be Available to work within a 6-day rotating roster.
- This position is a permanent, full time HP3 position available at CAMHS services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Norette Leahy (02) 5124 1095 [norette.leahy@act.gov.au](mailto:norette.leahy@act.gov.au)

## **CHS Medical Services**

### **Medical Imaging**

#### **CNC MI recruitment**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 01291 - 02AEO)**

Gazetted: 28 April 2023

Closing Date: 12 May 2023

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

The Medical Services Group (MSG) draws together professional oversight of the CHS medical staff with operational oversight of the services ordered by medical staff in the diagnosis and treatment of patients at CHS. The group includes medical imaging, pathology, pharmacy, medical officers credentialing support education and training, health care technology management, General Practitioner liaison, CHS library, prevocational education and training, physician education and the ACT Blood Counts program.

Medical Imaging at CHS offers a radiology service to the ACT and surrounding region. The service operates 24 hours, seven days and delivers a wide range of diagnostic radiology and procedures.

Under broad direction of the Assistant Director of Nursing (ADON) for Medical Imaging, the Medical Imaging Clinical Nurse Coordinator has direct line responsibility for all operational Nursing practice in all Medical Imaging modalities (except for the Angiography Suite and Fluoroscopy room). The Medical Imaging Clinical Nurse Coordinator is responsible, amongst other duties, for staff oversight, patient flow, internal and external

stakeholder liaison, contingency management and, in consultation with the Medical Imaging Assistant Director of Nursing, the strategic development of the Medical Imaging Nursing workforce.

It is expected that the CNC will have an understanding of the requirements of the role to work in a collaborative manner within Medical Imaging and CHS more broadly. The CNC is expected to provide high leadership and communication and work with flexibility and efficiency both individually and as part of multidisciplinary team in Medical Imaging.

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#### Behavioural Capabilities

Collaborative leadership skills.

Willingness and flexibility to be responsive to fluctuating strategic and operational demands.

Highly motivated to undertake strategic service improvement initiatives.

#### Position Requirements/Qualifications:

##### Mandatory:

Be registered or have applied for registration as a General Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

##### Highly desirable:

An appropriate post-graduate qualification and experience in the speciality area of Medical Imaging.

Recent experience in a nursing coordination or management role in an acute care setting.

In addition, you should:

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment Police check.

Contact Officer: Donna Gaisford 51244333 Donna.Gaisford@act.gov.au

#### **Quality Safety Innovation and Improvement**

#### **Quality Improvement**

#### **Quality Safety Business Partner**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 41420 - 02ACU)**

Gazetted: 28 April 2023

Closing Date: 12 May 2023

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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.

#### DUTIES

Under limited direction of the Director you will be the key point of contact for divisional support in relation to all aspects of quality and safety. The position will provide expert knowledge on National Safety and Quality Health Service Standards (National Standards) and in partnership with the QSII division and executive divisional managers be responsible for the coordination and monitoring of the divisional safety and quality agenda through the planning, implementation, maintenance, monitoring and reporting of systems to support quality and safety and sound clinical governance. You will provide advice, support and leadership in the delivery of person-centred, safe and effective care, risk management and quality improvement and will work alongside the divisional executive.

You will:

#### Quality Improvement:

1. Work in partnership with divisional executive teams to provide leadership, drive and support agreed quality improvement projects and provide education and coaching to build capacity within the divisional teams, including working alongside clinical teams to deliver new initiatives and embed improvement to support patient and staff experience.
2. Work with the teams to develop innovative ways to share good practice and celebrate successes and support the expansion and roll out of successful changes across the system to ensure standardisation of practice and compliance with new clinical pathways and models of care.
3. In partnership with the QSII /Clinical Analytics and Insights team, Finance and Business Intelligence and other relevant data providers, ensure data reports are correct, analysed and areas for improvement reported to the appropriate governance groups in a timely manner. Support teams in the development of action plans to monitor improvement.

#### Patient Safety and Experience:

4. Assist in the setting agendas for the Divisional Safety and Quality Committee including the collation and analysis of data from incident management and clinical reviews, clinical audits, consumer feedback, recommendations and improvements to meet National Standards, including overdue policies and procedures provided by QSII.
5. In partnership with divisional leaders provide leadership in the implementation and monitoring of the National Standards including coordination of the Divisional map and gap, evidence repository and ensure awareness of principles of Process, Improvements, Consumers, Monitoring, Reporting and linkages to other systems (PICMoRs). In collaboration with the leadership team and Divisional National Standards Leads identify and support required improvements.
6. Analyse clinical incident reports for trends and opportunities for improvement to support clinical teams to deliver timely reports and briefings and in partnership with the divisional executive team update and review divisional risks, assess and report on emerging themes.
7. Actively participate in unit walkabouts and exceptional care conversations. This will include the development of the action plan in collaboration with the divisional leadership team.
8. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

#### ABOUT YOU

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#### Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carers focused

High level of emotional intelligence and strong engagement skills

Proactive with strong organisational skills, able to work independently and within a team environment

Position Requirements/Qualifications:

**Mandatory**

- Relevant Health professional Tertiary qualifications.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or be eligible for membership of the appropriate professional organisation.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

**Desirable**

- Minimum of four years' experience working professionally in the healthcare setting.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

**Women, Youth and Children**

**Obstetrics and Gynaecology**

**Maternal Fetal Medicine/DDU Subspecialist**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 42794 - 02AKX)**

Gazetted: 01 May 2023

Closing Date: 28 May 2023

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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 CHS Fetal Medicine Unit is seeking a Maternal Fetal Medicine Subspecialist or DDU trained Specialist.

The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. The Centenary Hospital for Women and Children has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Fetal Medicine. The Centenary Hospital's Centre for Newborn Care has over 650 admissions per year. The Fetal Medicine unit comprises a multidisciplinary team who work closely to provide high quality care for high risk pregnancies. This includes close collaboration with the Neonatology team and allied health including Genetics. The successful applicant must have RANZCOG Fellowship and MFM Subspecialist qualifications or equivalent. They must possess excellent communication skills with the ability to interact sensitively in a high-risk obstetric environment and have a demonstrated commitment to teaching.

This position will be embedded in the Fetal Medicine Unit, with pro-rata on call duties and contribution to inpatient management when required.

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

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

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

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

For more information in relation to conjoint positions with the ANU please contact Professor 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, you will:

Provide clinical expertise in the management of high risk pregnancy, including diagnostics and relevant procedures such as amniocentesis and chorionic villous sampling.

Manage inpatients admitted under the high risk obstetrics team and providing ward support to the team of registrars and junior medical officers

Undertake outpatient clinics, conduct consults, and participate in ultrasound and reporting duties. Including participating in the on call roster at a pro-rata basis according to service requirements

Contribute to the education and training of all members of the clinical team, and provide clinical support for the accredited MFM Fellow as required

Work in a collaborative partnership with the Medical, Nursing, Allied Health and Administrative Leads to deliver safe, high quality clinical services.

Provide leadership and coordination in clinical governance by developing evidence-based guidelines; ensuring high level staff performance; and overseeing quality improvement and risk management activities.

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

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

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.

Hold a Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification

Hold a Subspecialty Qualification in Maternal Fetal Medicine (MFM) with the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or a Diploma of Diagnostic Ultrasound with Australian Society for Ultrasound in Medicine (ASUM), or an equivalent subspecialist 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.

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:

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

10. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
  11. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
  12. 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.
  13. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
  14. Be able to demonstrate that they are performing at a level consistent with this competency framework.
- Please note prior to commencement successful candidates will be required to:
- Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).
  - Undergo a pre-employment Police check.
  - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Contact Officer: A/Prof Boon Lim (02) 6174 7591 Boon.Lim@act.gov.au

## **Rehabilitation, Aged and Community Services (RACS)**

### **RACS Administration**

#### **Administration Manager RACS**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 02AEN-57600)**

Gazetted: 01 May 2023

Closing Date: 8 May 2023

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)

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

This recruitment process is for an Administration Manager role within the Division of RACS.

The position is located at University of Canberra Hospital- Bruce, you will be working across these multiple sites.

The Administration Manager is responsible for the day-to-day management of the administration team ensuring effective and efficient delivery of administrative support to both internal and external clients.

The Administration Manager reports directly to the Operations Manager RACS. The role works in close collaboration with the managers within the service and with other senior leadership team within the Division.

#### **Supervising Responsibilities**

- ASO4 Administrative Services Officer (4 FTE)
- ASO3 Administration Support Officer (4 FTE)

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

- Strong leadership and management skills, an organised approach to work and in managing competing priorities.
- Critical thinker with strong communication skills and a high attention to detail who can calmly and efficiently determine work requirements and actions required.
- High degree of initiative, drive and flexibility and the ability to think outside the box.

Position Requirements/Qualifications:

- Administration experience including the ability to plan and coordinate and prioritise work within a multi skilled, fast paced, and dynamic environment.
- Current drivers' 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.

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 for four months with the possibility of extension and/or permanency. For more information on this position and how to apply "click here"

Contact Officer: Steve Sculac (02) 51240226 [Steve.Sculac@act.gov.au](mailto:Steve.Sculac@act.gov.au)

## **Women, Youth and Children**

### **Paediatrics**

#### **Specialist/Staff Specialist – Paediatric Endocrinologist**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 61150 - 02AIZ)**

Gazetted: 02 May 2023

Closing Date: 24 May 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 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 also a tertiary accredited Level 6 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Diabetes and Paediatric Surgery.

Involvement in departmental teaching is required and research is encouraged and supported.

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated inpatient and outpatient care for children, young people and their families with diabetes and other endocrine conditions. It is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes. Services are provided at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. Involvement in departmental teaching is required and research is encouraged and supported.

The Staff Specialist will work alongside the existing paediatric endocrinologists and general paediatricians in the Paediatric Department and will report operationally and professionally to the Unit Director of Paediatrics and the Executive Director, Medical Services.

The preferred applicant may be considered for a conjoint appointment with the Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the Canberra Health Services appointment and will be subject to regular

performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/CHS) for (research/clinical) 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 Unit Director (Paediatrics), you will perform the following:

Manage inpatients and outpatients referred to the Paediatric Service with Diabetes and Endocrine disorders and in doing so, promote a commitment to high quality, customer service principles, practices and attributes.

Contribute to the on-call requirements in Paediatric Endocrinology and Diabetes and provide support for acute paediatric inpatients.

Initiate and manage clinical governance systems within the Paediatric Department by practicing evidence-based medicine, participating in clinical audit and morbidity and mortality review and contributing to the review and maintenance of policies and guidelines.

Contribute to the education and training of students attending ANU Medical School, junior medical staff, postgraduate trainees and other members of the clinical team during the provision of clinical care and contribute to research in areas of medical interest related to the clinical practice or science of Paediatrics and Paediatric Endocrinology.

Undertaking other duties appropriate to this level of classification which contribute to the operation of the section with the delivery of high-quality person and family centred, safe and high-quality patient care.

Promote a collaborative approach to care that enables all members of the clinical team to feel respected and valued and optimises patient care and treatment outcomes.

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

Experience in the practice of Paediatric Endocrinology and Diabetes.

Strong organisational skills with a high degree of drive

Good understanding of the principles of quality and safety to deliver exceptional care

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

#### Position Requirements / Qualifications

##### 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 or an equivalent higher specialist qualification

The successful applicant will need to be available for the on-call Roster.

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 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.

Note: This is a permanent part-time position with a fractional FTE of up to 0.6FTE. The full time salary noted above will be paid pro rata.

Contact Officer: Dr Blessy Charles on [Blessy.Charles@act.gov.au](mailto:Blessy.Charles@act.gov.au)

## **Medical Services**

### **Medical Imaging**

#### **Assistant Administration Manager**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 26561 - 02AGV)**

Gazetted: 02 May 2023

Closing Date: 9 May 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

The Medical Imaging Department of CHS operates 24 hours, seven days a week, offering a wide range of diagnostic and interventional imaging services. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

This position supports the Administration Manager to lead the team, as well as staff supervision, developing and maintaining appropriate policies and procedures. Under the direction of the Medical Imaging department, Administration Manager, you will support the team with a range of billing functions including invoice creation, accounts receivable, MBS billing codes, and processing/receipting invoices as required.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong 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.

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

##### **Mandatory**

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 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.

Previous experience with Converga/APIAS

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 months with the possibility of extension and/or permanency.

Contact Officer: Belinda Howard 02 51242798 belinda.howard@act.gov.au

## **Clinical Services**

### **Medicine**

### **Emergency**

### **Navigator/Clinical Coordinator**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58959, several - 02AGR)**

Gazetted: 02 May 2023

Closing Date: 16 May 2023

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)

An opportunity is available for suitably qualified Registered Nurse to apply for a temporary position with the potential for a permanent position, as a Navigator/Clinical Coordinator in the Emergency Department. Successful applicants will be required to work a rotating roster with morning, evening and night shifts seven days a week. Successful applicants will fill a temporary vacant position and potential annual leave backfill for a 12-month period. The number of successful applicants will be determinant on your preferred FTE.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Ability to work independently and as part of a multidisciplinary team.

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

3. High level patient assessment skills.

4. High level communication skills and the ability to think critically.

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

- Relevant Post Graduate Qualifications are highly desirable, and a minimum of 5 years' experience working professionally in Emergency Department.
- Be registered or be eligible for registration as a General Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- 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.
- 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 \(act.gov.au\)](#)

Contact Officer: Julie Allan (02) 5124 3733 [Julie.Allan@act.gov.au](mailto:Julie.Allan@act.gov.au)

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

### **Clinical Director - Older Persons Mental Health**

### **Clinical Director - Older Persons Mental Health**

### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57276 - 02A9I)**

Gazetted: 02 May 2023

Closing Date: 14 May 2023

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](#)

Older Person Mental Health Services are specialist inpatient and community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have specialist experience in General Psychiatry and a Certificate of Advanced Training in Psychiatry of Old Age, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

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

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

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

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

#### **DUTIES**

The Clinical Director – Older Persons Mental Health, reports to the Director of Clinical Services. The role participates actively in the Divisions leadership team. There is an expectation that the successful applicant will maintain accountability for their own practice standards and education.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College.

The position will be accountable and responsible to the Clinical Director – Clinical Services through an Individual Learning and Development Plan.

The Clinical Director and the Assistant Director of Nursing for each department service area will work in partnership to ensure high quality outcomes for the people who use the service. In addition, they will work in

collaboration with other departments to ensure high quality outcomes for the people who use services across the Division.

In conjunction with the Clinical Director – the appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure medical engagement with the service, and to efficiently manage medical staff recruitment, placement and leave arrangements. The appointee will be expected to represent the Division both internally and externally in a range of strategic and planning forums.

It is expected that approximately 50% of the Clinical Director's time will be focused on their substantive clinical service delivery role and approximately 50% will be allocated to the other duties.

Under limited direction of the Director of Clinical Services, you will:

In partnership with the operational director and senior medical, nursing, and allied health staff provide strategic direction, clinical governance, leadership, planning and evaluation for the program - including protocols for admission/discharge, expert clinical opinion and effective clinical risk management particularly in complex and sensitive cases.

2. Support the Operational Director in operational matters including financial management, work health and safety matters, preparation of policies and procedures, complaint resolution, ministerial and coronial responses.

3. In collaboration with the DOCS, ensure timely recruitment of medical staff and effective line management of program medical staff including rostering, leave planning and performance management, ensuring medical staffing is kept within budget.

4. Provide clinical services to clients and participate in the clinic and on-call rosters for the Division/program; inclusive of the provision of ECT.

5. Provide teaching and supervision to medical students, psychiatry registrars and other staff as needed.

6. Initiate service evaluation and research using a sound understanding of applications of Information Technology particularly regarding capturing and interpreting of relevant data.

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

#### ABOUT YOU

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

#### Position Requirements/Qualifications:

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

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

2. Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP continuing Professional development Program is mandatory.

3. Has completed the relevant Certificate of Advanced Training in Psychiatry of Old Age and/or a minimum of five years experience working professionally in Older Person's Psychiatry.

4. Has completed the relevant training to administer ECT services, or willingness to complete training. The successful applicant will be required to participate in the ECT roster.

5. 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.

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

7. 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.

8. 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.

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

For Senior Specialist we will also expect that you:

10. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
11. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
12. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
13. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.
14. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
15. Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

- Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This position is a permanent Specialist/Senior Specialist position. The Clinical Director role is for a three year tenure.

Contact Officer: Jenae Smith 0403084089 Jenae.Smith@act.gov.au

## **Clinical Services**

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

### **Child and Adolescent Mental Health Services (CAMHS)**

### **Acute Adolescent Day Program**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 18847 - 02AFH)**

Gazetted: 02 May 2023

Closing Date: 16 May 2023

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

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

These services include:

- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol & Drug Services (ADS)
- Child & Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)
- Territory-wide Mental Health Services (TWMHS)

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

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

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

This position is a permanent full time HP3 position available at CAMHS services.

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

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

#### 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, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

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

#### For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia.
- Eligibility for professional membership of Occupational Therapy Australia.
- Applicants must have a minimum of three years paid work experience to apply for the HP3 position, post qualification, in a related/relevant organisation/service.
- Must hold a current driver's license.

#### For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia.
- Applicants must have a minimum of three years paid work experience to apply for the HP3 position, post qualification, in a related/relevant organisation/service.
- Must hold a current driver's license.

#### For Social Work:

- Degree in Social Work.
- Applicants must have a minimum of three years paid work experience to apply for the HP3 position, post qualification, in a related/relevant organisation/service.
- Eligibility for membership of the Australian Association of Social Workers.
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011.
- Must hold a current driver's license.
- 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.

#### Highly desirable for all disciplines:

- Experience in working with children and young people.
- Experience in working in mental health.
- 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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)
- Comply with ACT Health credentialing and scope of clinical practice requirements.

Note:

- Be available to work within all program areas of CAMHS as service needs arise.
- Be available for out of hours work as service needs arise.
- This position is a permanent, full time HP3 position available at CAMHS services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Kieran Dixon 0403 790 774 [Kieran.Dixon@act.gov.au](mailto:Kieran.Dixon@act.gov.au)

## **Clinical Services**

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

#### **Transitional Therapy and Care Program (TTCP)**

##### **TTCP Allied Health Assistant**

**Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 42425 - 02AC2)**

Gazetted: 03 May 2023

Closing Date: 22 May 2023

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

The Transitional Therapy and Care Program (TTCP) provides up to 12 weeks of goal focused therapy and care services for older persons within their home or at the TTCP residential unit. The TTCP aims to maximise a person's recovery and functional independence following a hospitalisation and prevent premature admission to an aged care facility. The TTCP Allied Health team is Multidisciplinary and consists of Physiotherapists, Occupational Therapists, Allied Health Assistants, Dietitians, a Social Worker, and a Speech Pathologist. Under the indirect supervision of an Allied Health Professional, the Allied Health Assistant (AHA) in the TTCP plays a key role in the day-to-day functioning of the service, delivers therapeutic interventions and operates at an extended level. The TTCP operates from the University of Canberra Hospital, Bruce. AHAs within TTCP are supported with regular clinical and peer supervision, access to, and support to engage in ongoing professional development. They provide clinical education opportunities for AHA students.

This position is a permanent full-time position. A merit list may be established from this recruitment to fill future temporary and permanent positions in a full-time or part-time capacity.

#### **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, you would demonstrate the following attributes:

- Strong organisational skills, self-motivation and high levels of initiative.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Good communication and interpersonal skills.

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

##### **Mandatory:**

- Cert IV in Allied Health assistance and experience working professionally in an Allied Health Assistant role in rehabilitation and/or aged care for a minimum of three years.
- Current Drivers' 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.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Jasmin Gray (02) 5124 8383 [Jasmin.Gray@act.gov.au](mailto:Jasmin.Gray@act.gov.au)

## Clinical Services

**Mental Health, Justice Health, Alcohol & Drug Services (MHJHADS)**

**Child and Adolescent Mental Health Services (CAMHS)**

**CAMHS Cottage, DBT and CEIP Administrative Service Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 60550 - 02A7B)**

Gazetted: 28 April 2023

Closing Date: 12 May 2023

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

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

These services include:

- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol & Drug Services (ADS)
- Child & Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)
- Territory-wide Mental Health Services (TWMHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing mental health issues. The Cottage Adolescent Day Program, Dialectical Behaviour Therapy Program and Childhood Early Intervention Program are specialist services within CAMHS. These three teams provide a range of individual and group-based treatment and support for young people and their families.

This role will manage the office and administrative aspects of the teams needs by provision of high-quality customer service to people accessing CAMHS Services, their networks and to Canberra Health Services Health personnel.

## ABOUT YOU

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### Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:  
Ability to respond to and prioritise competing work demands in a calm and efficient manner while maintaining high work standards.

Excellent administrative and customer services skills.

Autonomous and self-motivated.

### Position Requirements / Qualifications

- Must hold a current drivers' license.
- Experience in working within the mental health sector and/or with children and families.
- Experience working in an administrative or support role.
- 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.
  - Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- Contact Officer: Sarah Toohey (02) 5124 6543 / (02) 5124 1235 sarah.toohey@act.gov.au

## Clinical Services

### Mental Health, Justice Health and Alcohol and Drug Services (MHJHAD)

#### Justice Health

#### Bimberi youth Justice - Alcohol and Other Drug

#### Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 21573 - 028RM)

Gazetted: 03 May 2023

Closing Date: 17 May 2023

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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

- The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT.

- The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs.
- Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to CH who also have an alcohol and/or drug issue.

Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of provide sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies. The Registered Nurse position is supported by a cohesive and multi-disciplinary team. This position may be required to participate in overtime, and/or rotation roster.

#### ABOUT YOU

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#### Behavioural Capabilities

- Be flexible, adaptable, and comfortable with a changing working environment.
- Ability to synthesise and analyse information and make decisions.
- Effective communication skills and the ability to develop procedures as required. Ability to manage confidential and sensitive information.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

#### Position Requirements/Qualifications:

Relevant qualifications and a minimum of three years post graduate experience working professionally in custodial health / AOD is preferred.

- The successful applicant will need to be available for occasional 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.
- 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.
- Security Clearance from ACT Corrective Service
- Appointment may be made on application and referee reports only

Contact Officer: Amanda Chase (02) 5124 2523 [Amanda.Chase@act.gov.au](mailto:Amanda.Chase@act.gov.au)

#### Chief Executive Officer

#### Division of Allied Health

#### Acute Allied Health Physiotherapy

#### Administration Officer

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 20104 - 02A76)**

Gazetted: 27 April 2023

Closing Date: 11 May 2023

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)

Acute Allied Health Services (AAHS) provide services to a range of clients in the acute inpatient setting and specialised outpatient services at Canberra Hospital. Under general direction you will be required to provide administrative support within AAHS Physiotherapy Department based at Canberra Hospital. You will be responsible for booking and scheduling client appointments, referral management, data entry, banking and invoicing, and general administration tasks to support the AAHS Physiotherapy service and manager.

#### ABOUT YOU

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#### Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

#### Position Requirements / Qualifications

- An understanding of medical terminology and relevant experience working professionally in acute care setting preferred.
- 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: Kerry Boyd (02) 5124 2670 / 0421 577 709 [kerry.boyd@act.gov.au](mailto:kerry.boyd@act.gov.au)

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

#### **Child and Adolescent Mental Health Services (CAMHS)**

#### **Health Professional 1 (HP1) CAMHS Acute**

**Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 58989 - 02AE7)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

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

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

These services include:

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Territory-wide Mental Health Services (TWMHS)

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

This role will be based within CAMHS Acute Services, divided between the adolescent intensive home treatment team (AIHTT) and the acute adolescent day programme (AADP). The AIHTT offers short term co-case management to adolescents who have presented to the Emergency department with a moderate to severe mental health illness. The Day Program offers short term intensive support to adolescents and their families/carers aged between 12- 18 years with mental health vulnerabilities who have had a recent mental health admission/presentation to The Canberra Hospital. The Day Program will offer a mixture of group and individual interventions to support the young person and their families/carers during a period of high mental health acuity. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

#### 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, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

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

#### Position Requirements/Qualifications:

##### For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Must hold a current driver's license.

##### For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Must hold a current driver's license.

##### For Social Work:

- Degree in Social Work
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's license.

· 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.

#### Highly desirable for all disciplines:

- Experience in working with children and young people.
- Experience in working in mental health.

- 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 Police check.
- Prior to commencing this role, a current registration issued under the [Working with Vulnerable People \(Background Checking\) Act 2011](#) is required.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious disease.
- Comply with ACT Health credentialing and scope of clinical practice requirements.

Notes: This is a temporary position available immediately for 11 months. An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period. Appointment to the position may be based on written application and referee reports only. The successful candidate will be available to work within all program areas of CAMHS as service needs arise and be available for weekend and on call work when necessary.

Contact Officer: Norette Leahy 0251241095 [Norette.leahy@act.gov.au](mailto:Norette.leahy@act.gov.au)

## **Quality, Safety Innovation and Improvement**

### **Quality Improvement**

#### **Quality Safety Business Partner**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 46588 - 02AID)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

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.

#### **DUTIES**

Under limited direction of the Director you will be the key point of contact for divisional support in relation to all aspects of quality and safety. The position will provide expert knowledge on National Safety and Quality Health Service Standards (National Standards) and in partnership with the QSII division and executive divisional managers be responsible for the coordination and monitoring of the divisional safety and quality agenda through the planning, implementation, maintenance, monitoring and reporting of systems to support quality and safety and sound clinical governance. You will provide advice, support and leadership in the delivery of person-centred, safe and effective care, risk management and quality improvement and will work alongside the divisional executive.

You will:

#### **Quality Improvement:**

1. Work in partnership with divisional executive teams to provide leadership, drive and support agreed quality improvement projects and provide education and coaching to build capacity within the divisional teams, including working alongside clinical teams to deliver new initiatives and embed improvement to support patient and staff experience.

2. Work with the teams to develop innovative ways to share good practice and celebrate successes and support the expansion and roll out of successful changes across the system to ensure standardisation of practice and compliance with new clinical pathways and models of care.

3. In partnership with the QSII /Clinical Analytics and Insights team, Finance and Business Intelligence and other relevant data providers, ensure data reports are correct, analysed and areas for improvement reported to the appropriate governance groups in a timely manner. Support teams in the development of action plans to monitor improvement.

Patient Safety and Experience:

4. Assist in the setting agendas for the Divisional Safety and Quality Committee including the collation and analysis of data from incident management and clinical reviews, clinical audits, consumer feedback, recommendations and improvements to meet National Standards, including overdue policies and procedures provided by QSII.

5. In partnership with divisional leaders provide leadership in the implementation and monitoring of the National Standards including coordination of the Divisional map and gap, evidence repository and ensure awareness of principles of Process, Improvements, Consumers, Monitoring, Reporting and linkages to other systems (PICMoRs). In collaboration with the leadership team and Divisional National Standards Leads identify and support required improvements.

6. Analyse clinical incident reports for trends and opportunities for improvement to support clinical teams to deliver timely reports and briefings and in partnership with the divisional executive team update and review divisional risks, assess and report on emerging themes.

7. Actively participate in unit walkabouts and exceptional care conversations. This will include the development of the action plan in collaboration with the divisional leadership team.

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

ABOUT YOU

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Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carer focused

High level of emotional intelligence and strong engagement skills

Proactive with strong organisational skills, able to work independently and within a team environment

Position Requirements/Qualifications:

Mandatory

- Relevant Tertiary qualifications in Nursing.
- 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

- Minimum of four years' experience working professionally in the healthcare setting.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Jessie Holberton 0466338771 [Jessie.Holberton@act.gov.au](mailto:Jessie.Holberton@act.gov.au)

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

### **Social Work**

#### **Social Worker**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 19778, several - 02ABS)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

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)

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

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

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

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

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

The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Willingness to critically reflect on and develop practice skills and framework

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

Relevant degree in Social Work qualifications and a minimum of 1 years' experience working professionally in Social Work is preferred.

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

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

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](#).

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Reference checks

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.

Undergo a pre-employment Police check.

Note: There is one expected vacancy for a permanent position and one expected vacancy for a three-year temporary position, with the possibility of extension and/or permanency.

Contact Officer: Natasha Synnott 5124 0075 [Natasha.Synnott@act.gov.au](mailto:Natasha.Synnott@act.gov.au)

## **Clinical Services**

### **Rehabilitation, Aged and Community Care**

#### **Sub-Acute Geriatric Unit (SAGU)**

##### **Activities Officer**

**Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level), Canberra (PN: 24269 - 02A1W)**

Gazetted: 03 May 2023

Closing Date: 5 June 2023

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)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. A number of RACS work collaboratively with the individuals, his/her carers and other services within and external to ACT Health.

The Acute Care of Elderly Unit at Canberra Hospital provides specialist inpatient geriatric services for the acutely unwell elderly. The Activities Program provides a wide range of interesting activities that consider the patients' needs, age, interests, and level of ability. The aim is to help maintain a balance of socialisation, physical activity, encourage creativity and to stimulate the mind with diversional activities. As part of a rehabilitation program, patients are expected to attend and participate in daily group activities that are held on the unit.

Under supervision of a Registered Nurse, the activity officer is responsible for providing individual and group social programs to frail elderly and patients with dementia.

#### **ABOUT YOU**

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#### Behavioural Capabilities

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

Strong organisational skills with a strong work ethic.

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

Good communication and interpersonal skills.

Self-motivated and ability to demonstrate initiative.

#### Position Requirements / Qualifications

##### Mandatory:

- Certificate IV (or equivalent) in Ageing Support or Diversional Therapy.

##### Desirable:

- Current Drivers 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.
- 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: Kate Gorell 0432 131 084 [Kate.e.mccallum@act.gov.au](mailto:Kate.e.mccallum@act.gov.au)

#### Clinical Services

#### Cancer & Ambulatory Services

#### Service Coordinator

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 37605 - 02AGK)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

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 division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services, and palliative care through inpatient, outpatient, and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, Walk-in Centres and transcription.

The Service Coordinator is responsible for coordinating the workload and administration staff for a department in the Canberra Region Cancer Centre providing support to people accessing cancer services.

#### ABOUT YOU

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#### Behavioural Capabilities

Flexible and organised with an ability to thrive in a busy and dynamic environment

Strong time management skills

A commitment to customer service with an ability / previous history of managing and developing staff

#### Position Requirements/Qualifications:

### Mandatory

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Caroline McIntyre 5124 8536 [Caroline.McIntyre@act.gov.au](mailto:Caroline.McIntyre@act.gov.au)

## **People and Culture**

### **HR Advisor**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57306 - 02AHT)**

Gazetted: 03 May 2023

Closing Date: 19 May 2023

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

### **POSITION OVERVIEW**

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

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

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

Working closely with other Canberra Health Services Division's the People and Culture portfolio delivers strategically aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment.

The Division also plans, designs, communicates and monitors Canberra Health Services's Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable Canberra Health Services to deliver on its strategic agenda. Quality expert advice and support is provided through the People Strategy and Services integrated teams.

Canberra Health Services People and Culture are looking for an enthusiastic and experienced Human Resources (HR) practitioner. The successful applicant will be responsible for providing advice and assistance to HR Business Partners, Managers and Executives about the employment framework, managing workplace issues and general HR matters.

### **ABOUT YOU**

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### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate competing demands.

Sound communication, liaison and negotiation skills.

Experience and skill in being an effective team collaborator and contributing to successful team dynamic.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Ben Flood 0430 479 744 ben.m.flood@act.gov.au

## **Clinical Services**

### **Cancer and Ambulatory Services**

#### **Haematology**

#### **Registered Nurse level 2**

#### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 34581 - 02ADN)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

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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)

An exciting opportunity exists for an enthusiastic Registered Nurse to undertake this position within the Haematology Outpatient Unit. Expressions of interest are invited from suitably qualified Registered Nurses to fill this dynamic and rewarding position. The unit is seeking a highly motivated team member who is patient focused and interested in developing their Haematology and chronic illness knowledge.

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health.

The Haematology Outpatient Unit treats patients with blood cancers and blood disorders. The unit also functions as a day infusion centre for a variety of other medical disorders, as well as provided a home visit service. The successful applicant will be working with chemotherapy agents, immunotherapies, blood products and central venous access devices. The successful candidate will be provided with full support from our dedicated and highly experienced team.

Excellent interpersonal communication skills and the ability to work effectively within a team are essential for this position. It is essential for the candidate to have previous chemotherapy knowledge.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Eager to learn.

Focused on providing a positive patient experience.

Organised.

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

##### **MANDATORY**

- Be found competent in the administration of cytotoxic medication.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will be required to perform 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**

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Sally McCloy (02) 5124 8458 [Sally.mccloy@act.gov.au](mailto:Sally.mccloy@act.gov.au)

## **Clinical Services**

### **Women, Youth & Children, Community Health Programs**

#### **Child and Adolescent Immunisation Team**

#### **Child and Adolescent Immunisation Manager**

**Registered Nurse Level 4.1 \$130,846, Canberra (PN: 60400 - 02AB9)**

Gazetted: 27 April 2023

Closing Date: 4 May 2023

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

#### **POSITION OVERVIEW**

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

The Division of Women, Youth & Children, Community Health Programs, is recruiting for the Manager of the Child and Adolescent Immunisation Team. This position is full time, Monday to Friday 0800-1630hrs. The position is based in 1 Moore Street CIVIC but will often travel out to clinics and schools across the ACT.

We are looking for a Registered Nurse with experience in the Public Health speciality area of immunisation and who has an in depth understanding of and experience in the systems and process that underpins safe service delivery of 'mass' programs. The ability to lead a team with kindness and to grow a positive workplace culture is crucial.

The Child and Adolescent Immunisation Manager is responsible for delivery of the High School Immunisation program, Early Childhood Immunisation program, Kindergarten Health check and Seasonal Infant Influenza vaccination program.

The Child and Adolescent Immunisation Manager is responsible for delivery of the following services:

#### **High School Immunisation Program**

Delivers the National Immunisation Program schedule of vaccines to students in years 7 and 10 in all ACT High Schools; delivered by a team of qualified immunisation registered nurses.

#### **Early Childhood Immunisation Program**

Delivers the National Immunisation Program schedule of vaccines to children 0- 5years through dedicated, Community based immunisation clinics; delivered by a team of qualified immunisation registered nurses.

#### **Seasonal Infant Influenza vaccination clinics**

Delivers and evaluates the annual seasonal Infant influenza vaccination program alongside the early childhood vaccination clinics.

#### **Kindergarten Health Check**

Delivers the Kindergarten Health Check, in collaboration with the Academic Unit Of General Practice, to kindergarten students at all ACT schools; this consists of a vision, hearing and body mass index check. Parents are advised of referral options and given relevant health information handouts.

#### **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.

Kindness.

Position Requirements / Qualifications

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a recognised immunisation qualification.
- Hold a current driver's license.
- 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.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Carolyn Thomas (02) 51241607 carolyn.thomas@act.gov.au

## **Infrastructure Management and Maintenance**

### **Infrastructure and Health Support Services**

#### **Sterilising Services**

##### **Sterilising Technician**

**Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications), Canberra (PN: 19368 - 02ADE)**

Gazetted: 27 April 2023

Closing Date: 11 May 2023

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

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

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and administration.

Sterilising Services Unit at CH.

Sterilising Unit at CPHB.

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

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

#### **ABOUT YOU**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

#### Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Well-developed interpersonal skills.

#### Position Requirements / Qualifications

- HSO 3 – No qualifications are required at this level, but experience would be preferred.
- HSO 4 – Certificate III in Sterilising (HLT37015) is mandatory to be employed at this level and minimum three (3) years working in a Sterilising Services unit are mandatory to be employed at this level.
- HSO 5 - Certificate III in Sterilising (HLT37015) and IV in Sterilising Services (HTL47015), or Certificate III in Sterilising (HLT37015) and Certificate IV in Leadership and Management (BSB40215); and minimum five (5) years working in a Sterilising Services unit are mandatory to be employed at this level.
- A current driver's license is preferred.
- This position is required to work across all Sterilising Services sites and participate in a rotating roster that includes a 24 hour/7days per week roster, including public holidays, if required.
- 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: Sandra Wheeler (02) 5124 2283 [sandra.wheeler@act.gov.au](mailto:sandra.wheeler@act.gov.au)

## Women, Youth and Children

### Paediatric Nursing Operational

#### Clinical Nurse Manager - Paediatric OPD and Day Stay

**Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22169 - 02ABU)**

Gazetted: 27 April 2023

Closing Date: 12 May 2023

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)

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

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

The Department of Paediatrics provides general medical and surgical paediatric inpatient and outpatient services including limited subspecialty. Inpatient services include a general paediatric unit, a designated adolescent unit

and a high care unit for the care of high acuity patients. Outpatient services include a medical day procedure unit, day surgical unit and outpatient services. The unit is part of the Sydney Children's Hospital Network.

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

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

#### ABOUT YOU

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

#### Behavioural Capabilities

Strong leadership skills, including capacity to build cohesive high performing teams

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

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

Resilience and adaptability in a dynamic health environment

#### Position Requirements/Qualifications:

Post Graduate qualifications in Paediatric Nursing

Post Graduate qualifications in Management and/or Leadership

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.

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 11 months.

Contact Officer: Donna Cleary 51247575 Donna.Cleary@act.gov.au

## Women Youth and Children

### Maternity Services

#### Registered Midwife Level 1

**Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 38674 - 02AB5)**

Gazetted: 27 April 2023

Closing Date: 11 May 2023

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 suitably qualified Registered Midwives Level 1 to join our midwifery team. Your professional growth will be supported by our midwifery team including midwives on the floor, 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 experienced midwives to join the team of their choosing.

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. CHWC staff are committed to providing a women centred approach where we focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological, spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery. Maternity care options include midwifery led continuity of care models, midwifery led care, and 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).

Reporting to the Clinical Midwifery Manager, the level 1 Registered Midwife is responsible for providing evidence based, safe and effective midwifery care to women in a supported environment. The midwife is responsible for providing care that meets quality and safety standards and will work collaboratively with the multidisciplinary team and with consumers of maternity services. The level 1 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

There are a range of positions available, including working directly in one unit, rotational positions across your scope of practice and in early 2023 we are introducing rostered teams. There are full time and part time positions available, as well as casual.

The successful applicant may be appointed based on application and referee report alone.

We offer a generous relocation reimbursement up to \$12,000, 7 weeks annual leave as well as free parking. There are many benefits to a position with Canberra Health Services which we would be happy to go through with you further. Please call our contact person for more information.

#### ABOUT YOU

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#### Behavioural Capabilities

Demonstrated sound level interpersonal, communication and customer service skills

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

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

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating safe and effective midwifery care.

#### Position Requirements/Qualifications:

##### Mandatory

Relevant tertiary level midwifery qualifications

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

The successful applicant will need to be available for rotational shift work including weekends and night duty.

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 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.

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.

Contact Officer: Sally Bacon 51247660 [Sally.Bacon@act.gov.au](mailto:Sally.Bacon@act.gov.au)

## **Division of Medicine**

### **Specialist/Senior Specialist - Neurology**

#### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 27526 - 02ABZ)**

Gazetted: 28 April 2023

Closing Date: 21 May 2023

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 suitably qualified neurologist(s) to join the Neurology Department at the Canberra Hospital. The Department of Neurology at Canberra Hospital is a well-established service with consultant medical staff positions supported by two accredited Neurology Advanced Trainees and two unaccredited Neurology Fellows, in addition to Basic Physician Trainees, Junior Medical Officers, specialist nurses, and neurophysiology scientists.

The neurology department provides inpatient and outpatient services to the ACT and surrounding region. It is level 6 acute stroke centre providing 24/7 endovascular clot retrieval (ECR) service to the region. The department manages approximately 2,300 in-patient admissions annually, with a dedicated ward, and an acute stroke unit. The neurology outpatient service provides up to 3,800 episodes of care annually in general neurology and sub-speciality areas of neuroimmunology and Multiple Sclerosis, Movement Disorders, Botulinum Toxin, and clinical neurophysiology. There is a close working relationship with Neurosurgery, Radiology, General Medicine, Cardiology, the Acute Medical Unit, and public partners Calvary Bruce.

The current focus of the department is to grow the neurology sub-speciality services to meet the needs of our community and augment models of care across the region. The positions are most suited for candidates with sub-speciality interest in one or more areas of neurology, passion for high quality care and proven commitment to teaching and/or research. Sub-speciality interest in epilepsy or headache would be highly desirable but candidates with expertise in cognitive and behavioural neurology, clinical neurophysiology, neuromuscular disorders, movement disorders, stroke and neuroimmunology would also be considered.

It is expected that approximately 80% of the staff specialist's time will be allocated to their substantive clinical service delivery role, and approximately 20% to non-clinical duties with some teaching, research and administrative responsibilities. Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

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

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

#### **DUTIES**

Under limited direction of the Neurology Unit Director, you will:

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

Management of patients referred to the neurology outpatient clinics, including timely triaging, consultation, diagnosis, reporting of diagnostic tests.

Participation in on-call rosters.

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

Contributing to the planning, development, and provision of the relevant neurology sub-speciality service(s) at CHS.

Assist the Neurology Unit Director 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 of Medicine.

Contribute to regular teaching and training of Neurology Advanced Trainees, Fellows, Junior Medical Officers, Specialist Nurses, and Allied Health Staff.

Undertake 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 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 Neurology or an equivalent higher specialist qualification. Candidates nearing completion of their specialist training in neurology can also apply.

Fellowship training in one or more sub-speciality areas of neurology.

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.

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

Note: Permanent and temporary positions are available. Temporary positions are available for up to six months with the possibility of extension and/or permanency.

Contact Officer: Dr Rajat Lahoria 02 5124 7090 [Rajat.Lahoria@act.gov.au](mailto:Rajat.Lahoria@act.gov.au)

## Medicine

### Department of respiratory and Sleep Medicine

#### **Advanced Airways Disease/ Chronic Obstructive Airways Disease Advance Practice Nurse Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 11913 - 02A72)**

Gazetted: 27 April 2023

Closing Date: 22 May 2023

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)

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

The Division 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 Advanced Airways Disease/ Chronic Obstructive Airways Disease (COPD) Advanced Practice Nurse (APN) works within the Department of Respiratory and Sleep Medicine at Canberra Hospital. The department provides nursing services to both inpatient and outpatients for COPD, Tuberculosis (TB) case management, TB employment screening, asthma education, adult Cystic Fibrosis, supports the Medical Officers (MO) clinics and provides nursing care and support to Respiratory and Sleep Medicine outpatient clients.

The Advanced Airways Disease/ COPD APN role is responsible for providing support and co-ordinating the care of clients with complex needs, related predominantly to COPD but may include other chronic airway diseases. The nurse requires advanced clinical skills in respiratory nursing and have complex decision-making skills to deliver advanced nursing care for individuals.

#### ABOUT YOU

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#### Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Well-developed negotiation skills

Position Requirements/Qualifications:

#### Mandatory

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

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 experience working professionally in respiratory related services is preferred.

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:

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

Undergo a pre-employment National Police Check.

Contact Officer: Joelle Bourke 02 51242702 [joelle.bourke@act.gov.au](mailto:joelle.bourke@act.gov.au)

## Clinical Services

### Medicine

#### Ward 7A

#### Clinical Care Coordinator 7A

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 38049 - 02A79)**

Gazetted: 02 May 2023

Closing Date: 26 May 2023

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 7A ward is a busy 26 bed ward including four stroke unit beds with six further surge beds. 7A offers inpatient care to patients with neurological conditions, acute stroke and patients requiring complex discharge planning. The Clinical Care Coordinator is responsible for coordinating and managing patient flow for the ward by collaborating with the multidisciplinary team and the Division of Medicine in line with CHS Strategic Priorities.

#### ABOUT YOU

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#### Behavioural Capabilities

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

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

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

#### Position Requirements / Qualifications

##### Mandatory

- Tertiary nursing, qualifications and a minimum of three years' experience working professionally in nursing.
- 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

- 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: Kim Bailey (02) 5124 5161 [Kim.bailey@act.gov.au](mailto:Kim.bailey@act.gov.au)

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

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

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

#### **Office of Industrial Relations and Workforce Capability**

##### **Professional Standards Unit**

##### **Investigator**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55677)**

Gazetted: 27 April 2023

Closing Date: 16 May 2023

Details: We are seeking a high-performing and results-orientated Investigator to join our team. Our ideal candidate has an understanding of workplace performance and misconduct issues and/or relevant investigative experience. You will be values driven and demonstrate an understanding of the impacts of misconduct and workplace complaints on people and their relationships.

As an Investigator, you will facilitate formal misconduct investigations across the ACTPS, presenting a valuable opportunity to develop a broad range of relationships and networks. You will research and gather evidence, analyse information, and present persuasive arguments to delegates with recommendations about the occurrence of misconduct.

Your work in this space will contribute to continuous improvement of behaviour and integrity related outcomes across the whole ACTPS.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 investigative qualifications such as a Certificate IV in Government Investigations and /or a HR related disciplines, or study towards gaining such qualifications is highly desirable.

Educational and professional qualifications checks may be undertaken prior to employment.

Criminal history checks will be conducted prior to employment.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: In applying for this position, you are not required to address individual Selection Criteria. Rather, you should provide a statement of no more than two pages outlining your background, capabilities, and experiences and how these align with the duties (What you will Do), and capabilities and behaviours (What you require) required to be successful for this role. You should also provide a curriculum vitae no more than two pages.

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

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

#### **Corporate**

##### **People and Capability**

##### **Safety and Wellbeing**

##### **Senior Director, Safety and Wellbeing**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 36891)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) People and Capability Branch is seeking a highly motivated and experienced leader to fill the role of the Senior Director, Safety and Wellbeing.

The role is responsible for motivating the team and driving an organisational level focus on safety and wellbeing. In this role, you will lead and manage the CMTEDD Safety and Wellbeing team to:

Manage, implement, and continuously review the Directorates safety management system and WHS policies;  
Provide advice on Work health and safety across the Directorate, including conducting risk assessments and investigations;

Develop and deliver the CMTEDD WHS Annual Assurance Program;  
Design and implement mental health and wellbeing strategies and initiatives;  
Deliver the Annual CMTEDD Health and wellbeing program, Safety and Wellbeing Awards and Flu Vaccination Program;  
Drive consult on, and deliver the CMTESS Psychosocial risk assessment project;  
Support CMTEDD Leaders and Executives and meeting due diligence requirements, and  
Provide WHS support and advice during emergencies.

The Senior Director, Safety and Wellbeing works closely with Directorate executives, managers, WHS co-ordinators, Health and Safety representatives and other 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Current and former ADF members are also encouraged to apply.

#### Eligibility/ Other Requirements

Tertiary qualifications in Workplace Health and Safety or relevant field with extensive relevant experience are highly desirable.

Notes: This is a temporary vacancy for six weeks, with the possibility of extension up to 12 months and/or permanency.

This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. The position also works in a flexible hybrid environment where workers can work both from home and the office.

Selection may be based on application and referee reports only.

How to apply: Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour), and why you are the best person for the role. The pitch should:

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

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

Tell the panel how your Abilities, Experience, and Qualifications make you the best person for this role.

A current curriculum vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

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

Contact Officer: Steven Wright (02) 6207 1356 [Steven.Wright@act.gov.au](mailto:Steven.Wright@act.gov.au)

## Office of International Engagement

### Assistant Director

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 15587)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

Details: The Office of International Engagement (OIE) is seeking a senior officer to help build export activity in the ACT and Canberra Region and support other international-engagement activities of the OIE.

Be a part of an exciting team working to further build our economy and the ACT's international reputation in a highly dynamic international environment. If you think strategically and tactically yet also have a bias for action, and you are skilled in building relationships, we would like to hear from you.

Eligibility and other requirements: The successful applicant will be required to undergo a National Police Check.

Notes: This is a full-time temporary position available for a period of up to six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies. Selection may be based on application and referee reports only. This position will be within a new workplace designed for activity-based working (ABW). 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 make your case by providing a Personal Pitch of up to two pages, describing how your skills, knowledge, behavioural capabilities and experiences relate to the duties of the position. Please also include your

curriculum vitae and at least two referees who can support what you write in your application and expand upon and support your case.

*Applications should be sent to the Contact Officer.*

Contact Officer: Richard Watson (02) 6207 6272 Richard.Watson@act.gov.au

**Office of Industrial relations and Workforce Strategy**

**Future Workforce Strategy**

**Partnership Services**

**Director, Record Services**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 17955)**

Gazetted: 02 May 2023

Closing Date: 9 May 2023

Details: Record Services has an exciting temporary opportunity for the position of Director Physical Record Support.

We are looking for a dynamic candidate to manage the activities of a multi-disciplinary team involved in the delivery of physical record services and management of the mailroom services contract on behalf of Shared Services.

The position requires effective oral and written communication skills to successfully negotiate and liaise with stakeholders, flexibility to manage complex and busy operational environments and exceptional organisational skills.

If this sounds like you, then we welcome a short one-page application 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.](#)

Note: This is a temporary position available from 18 May 2023 until 30 August 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In one page, tell us why you are the best candidate for the position of Director, Physical Record Support, covering off the professional/technical and behavioural capabilities in the Position Description, together with a copy of your curriculum vitae and the name of one current referee.

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

Contact Officer: Daren Stinson (02) 6207 1195 Daren.Stinson@act.gov.au

**Office of Industrial Relations and Workforce Strategy**

**Shared Services**

**Business Projects Management**

**Business Project Lead**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 49542)**

Gazetted: 01 May 2023

Closing Date: 15 May 2023

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

SSFS is looking for an experienced Business Project Lead to manage and deliver a number of business initiatives and projects including but not limited to, managing and delivering initiatives such as Whole of Government Banking project, e-invoicing and the Cloud Finance System (CFS). This position reports to the Director – Finance Business Initiatives managing the CFS project.

The position requires demonstrated experience, knowledge and skills in procurement, project management, business analysis and change and communication management to support the delivery of project activities.

Stakeholder management is also a critical skill for the role as Shared Services Finance Services delivers a number of Whole of ACT Government projects, additionally you may be required to supervise staff and consultants.

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**

This role requires obtaining and maintaining a CMTEDD Baseline security clearance.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

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

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

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

Contact Officer: Tran Nguyen (02) 6205 4620 [Tran.Nguyen@act.gov.au](mailto:Tran.Nguyen@act.gov.au)

**Treasury/Digital, Data and Technology Solutions**

**Technology Services Branch**

**Corporate Applications**

**ServiceNow and Oracle EBS Operations Manager**

**Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14260)**

Gazetted: 01 May 2023

Closing Date: 15 May 2023

Details: Digital, Data and Technology Solutions is looking for an energetic person to join the Corporate Applications Section as the ServiceNow and Oracle EBS Operations Manager.

The successful candidate will be leading the following teams to provide a range of services, from software development through to application administration for key government applications.

Oracle E-Business Suite (EBS) Technical Team - who provide technical support and developments services for the Territory's Whole of Government Oracle E-Business Suite system.

ServiceNow Administration Team - who provide development, systems administration, support, and maintenance for the Territory's Whole of Government ServiceNow platform.

The Operations Manager will provide ongoing technical advice to a range of stakeholders, with a view to assuring the overall performance, governance, relevance, and day-to-day operations of ServiceNow and Oracle E-Business suite services for the ACT Government. Additionally, the Technical Manager will have a focus on maturing overall technical capability of the services and the resources within it.

The Operations Manager will be an experienced practitioner with broad technical skills and a highly developed understanding of ICT principles and frameworks. The role will also engage broadly to support the organisational objectives of the Technology Services Branch (TSB) and be a key contributor to the enablement of hybrid service delivery and design thinking in DDTS.

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:**

A current ACT Government baseline security clearance or ability to obtain one is mandatory.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

**Highly Desirable:**

Tertiary qualifications in a relevant STEM field such as Software Engineering, Information Technology, Information Systems etc.

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

Project management experience and/or qualifications.

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

Selection may be based on application and referee reports only.

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

Working from home part time may form part of the flexible work arrangements for this position.

How to apply: After reviewing the Position Description, please address each of the seven capabilities listed in the "What you require" section of the Position Description, describing your experience and claims of suitability for each capability.

Applications should be limited to cover sheets, applicant curriculum vitae, not more than two pages of capability response.

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

Contact Officer: Satish Rajesh (02) 6207 1213 [Satish.Rajesh@act.gov.au](mailto:Satish.Rajesh@act.gov.au)

## **Property and Shared Services**

### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Property, Workplan and Building Report Coordinator (HVAC)**

#### **Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 44534)**

Gazetted: 01 May 2023

Closing Date: 18 May 2023

Details: The Project Officer is responsible for managing capital and minor works projects and the maintenance and repairs to our client's assets in accordance with client's programs, expectations, relevant industry standards and guidelines. You will:

Have the ability to prepare Tender documents for issue to approved ACT Property Group contractors and/or Public Tender.

Examine and deliver the most efficient method to each project within budget and time limitations.

Inspect work in progress to ensure the highest standards and correct codes are adhered to.

Keep clear and up to date records for all projects.

Enforce Workplace Health and Safety policies at all times.

Provide support and assistance to Managers and other ACT Property Group Staff and supervisors as requested.

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

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:

#### **DESIRABLE**

Qualification/s (technical/trade certificate) and membership of a relevant professional association in relation to Heating, Ventilation and Air Conditioning and Electrical are highly desirable.

Knowledge of hazardous materials management/removal.

Knowledge of Contract Management.

Certificate IV Project Management.

Certificate IV WHS.

#### **MANDATORY**

This position requires a current driver's licence (car).

This position requires a pre-employment medical.

Hold or have the capacity to obtain White Card - [General Construction Induction Card \(White Card\)](#) and Asbestos Awareness Training - [Asbestos Awareness Training - WorkSafe ACT](#).

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

is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

Previous applicants from recent advertisement need not apply.

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

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of your work history (roles, timing, responsibilities, achievements), professional memberships and qualifications.

Contact details of at least two referees.

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

Contact Officer: Chris O'Connell 0466 601 655 [actpgcorporate@act.gov.au](mailto:actpgcorporate@act.gov.au)

## **Procurement ACT**

### **Goods and Services Procurement**

#### **Whole of Government Contracts and Category Management Team**

#### **Director, Contracts and Category Management**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 37644)**

Gazetted: 28 April 2023

Closing Date: 12 May 2023

Details: As the Director (SOGB) within the Contracts and Category Management team you are responsible for the establishment and maintaining whole-of-government arrangements through effective performance-based contract management (as both owners and advisors).

Our ideal candidate is a seasoned procurement and contract management professional with a strong customer centric approach to their practice. You will be familiar with procurement processes and enjoy working in partnership with others. The successful candidate will have a high degree of emotional intelligence, being able to adjust your communication style for different audiences, engendering trust in your leadership with both clients and team members.

CCMT carries a significant business as usual workload, and the Director must be able to effectively manage multiple contracts concurrently. The role requires strong leadership skills and technical knowledge combined with demonstrated experience in procurement and contract management.

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

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

How to Apply:

Please provide a two-page pitch describing why you are the best person for this role (knowledge, experience, skills, behaviour).

The pitch should:

Show that you have the capabilities in "Who are we looking for" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" by addressing the "Selection Criteria" in a simplified form in your pitch.

In line with the selection criteria, describe how your abilities, ingenuity, experience and qualifications make you the best person for this role.

Include a current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications.

Contact Officer: Fiona Vink (02) 6205 6572 [Fiona.Vink@act.gov.au](mailto:Fiona.Vink@act.gov.au)

## **Property and Shared Services**

### **ACT Property Group**

#### **Customer and Tenancy Management**

#### **Lease and Tenant Occupancy Manager**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 25308)**

Gazetted: 28 April 2023

Closing Date: 12 May 2023

**Details:** ACT Property Group are looking for someone with experience in commercial or community property leasing to assist in managing leasing of ACT Government properties. This role suits someone with experience in drafting and executing sub-leases and licenses, liaising with non-government and government organisations and with a high level of attention to detail. Working with the Director and Assistant Director the person in this role provides technical support and a quality assurance and advisory service to customer relationship officers managing the occupancy of ACT Property Group managed buildings. Management of the processes and actions to acquire new sub-leases and the drafting, QA and issuing of leases and licenses over managed properties, along with associated reporting and processes are a key part of the role. The person in this role will ensure that ACTPG provides a high quality service in the area of responsibility.

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

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**

This position requires:

Qualifications in Property Management, Commercial Leasing, Commercial Real Estate or similar are desirable.

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

a current driver's licence (car)

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to apply:** Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

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

Contact Officer: Aditya Rastogi (02) 6207 5602 [actpgcorporate@act.gov.au](mailto:actpgcorporate@act.gov.au)

## Digital, Data and Technology Solutions

### Digital, Data and Technology Solutions

#### ACT Digital

#### Service and User Experience Designer

#### Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51814, several)

Gazetted: 28 April 2023

Closing Date: 19 May 2023

Details: Who we are

The ACT Digital Branch is responsible for driving the ACT's digital service delivery agenda to make it easier and more convenient for citizens and businesses to connect and do business with government. Our approach includes facilitating end to end design and delivery within multi-disciplinary teams, with a focus on improving the user experience and creating change that benefits government, business and the community.

What you will do

In a dynamic working environment, you will facilitate the end-to-end design of services - across people, process, data and technology - to support delivery of an integrated digital experience of ACT Government services. The role includes understanding business problems, undertaking user testing with the community and creating artefacts to document user pain points, journey maps, service blueprints and personas to support timely project delivery. This work will require close collaboration with other areas within the organisation to promote the value of a great design in achieving positive business and community outcomes. Further information is in the Position Description.

What you require

You will need to possess the following professional / technical skills and demonstrated experience:

Strong knowledge of Human Centred Design (HCD) practices.

Demonstrated design capabilities developing journey maps, personas, empathy maps, service blueprints and other HCD artefacts.

Experience in conducting user research.

Well-developed written and oral communication skills.

Ability to work as part of a multi-disciplinary team in an agile development 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 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 ACT Public Service (ACTPS) offers a collaborative and supportive work environment. We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. We offer flexible working arrangements, including hours of work (e.g. start and finish times), locations of work (e.g. working from home) and an activity-based office work environment. The positions are based in the ACT. Interstate work arrangements may be considered in line with governing policies. To learn more about the ACTPS and what we offer, please go to [work with us](#).

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: After reviewing the attached Position Description, please provide a 2-page pitch addressing why you are the best person for the position. Your pitch should introduce who you are, why you are applying, and the skills and experience you would bring to the position. Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities with reference to those identified in the Position Description under 'What You Require'.

As part of your application, please attach a current Curriculum Vitae and provide details for two referees.

The selection process for this position is expected to take approximately 6 weeks from the advertisement closure to make an offer.

If you have any requirements for *Reasonable Adjustments* to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please get in touch with the Contact Officer. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Amanda McQualter (02) 6205 9802 [Amanda.McQualter@act.gov.au](mailto:Amanda.McQualter@act.gov.au)

**Digital, Data and Technology Solutions Group**

**ACT Data Analytics Centre**

**Data Engineer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 56888)**

Gazetted: 01 May 2023

Closing Date: 29 May 2023

**THE DIRECTORATE OVERVIEW**

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

**DIVISION OVERVIEW**

The Digital, Data and Technology Solutions Group (DDTS), led by the Chief Digital Officer, has responsibility to drive the ACT's digital agenda, lead the whole of government strategic direction for ICT and cyber security, provide technical, tactical and transactional support for whole of government ICT, including ACT Government schools and the Canberra Institute of Technology.

The Group ensures alignment of government ICT and digital priorities, innovation and initiatives across the ACT Government. The Group:

- guides the future direction of ACT Government business operations, including service delivery to the ACT community;

- leads the strategic direction, policy and standards for whole of government digital, data, ICT and cyber capabilities;

- improves whole of government ICT investment management;

- integrates ACT Government services to make it more convenient for citizens and businesses to connect and do business with the government;

- drives the use of data to inform evidence-based decision making, leading to delivery of better services for citizens, and building a sustainable data capability in the ACTPS;

- delivers end user services for all ACT Government directorates and agencies;

- manages and maintains several whole of government business systems, and to maintain technology infrastructure, including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support;

- provides responsive ICT project management, agile application development and teams of staff co-located with directorates;

- undertakes research and analysis to support strategic policy advice on current and emerging ICT and digital policy issues and initiatives; and

- shapes and sponsors the development of digital capability at a whole of government level.

**BUSINESS UNIT OVERVIEW**

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

The ACT Data Analytics Centre (ACTDAC) works with colleagues across the ACT Government to understand and capitalise on the data and information assets government holds and manages. ACTDAC aims to:

- make data discoverable, accessible and trusted for use across ACT Government through providing advice and tools to improve data governance and management;

- facilitate sharing and integration of data including in the Data Lake to enable self-service by Directorates;

- demonstrate the value of government data through delivering data analysis projects;

- foster and build data and digital capabilities across the ACT; and

- foster safe and trusted data use, sharing and release by supporting the privacy and protection of ACT Government data holdings and use.

ACTDAC holds the responsibility for the ICT infrastructure required by a modern, data rich organisation as well as policy and capability development to fully realise the benefits of the platform, such as through strong data governance, data automation and data analytics.

ACTDAC has an agile and lean mindset and uses human centred design and systems thinking approaches. This enables us to work with our business partners and stakeholders, and to continuously look for creative and

innovative ways to add value. Team members contribute to a positive and collaborative culture, providing insight to inform strategic planning and actively contribute to the success of ACTDAC and the broader DDTS.

ACTDAC operates under the ACT Government's hybrid working arrangements, with all team members having opportunities to work from multiple office locations as well as at home.

#### POSITION OVERVIEW

Under limited direction, but within a team, the Data Engineer supports, maintains and creates ongoing improvement to the ACT Datalake and its features. Working in partnership with business the Data Engineer will develop the code and processes to securely ingest data into the Data Lake. You will work with ACTDAC's stakeholders to transform their data into useable, known quality, conformed data sets ready for analysis and reporting. You will support the technical aspects of data extraction, transformation, analysis and reporting that is undertaken within ACTDAC and by ACTDAC's stakeholders. This includes developing automated processes and test scripts to support continuous improvement as well as management information and useful reports, for both technologists and managers. This role is part of the ACTDAC Data Infrastructure and Solutions team and reports to the Assistant Director, Data Infrastructure and Solutions.

It is mandatory to hold a current CMTEDD-issued ACT Government Personnel Vetting Program certificate (or ability to obtain and maintain a certificate) as a requirement of this role.

#### YOUR DUTIES AND RESPONSIBILITIES

The Data Engineer works closely with the Data Infrastructure and Solutions team to manage the ACT Data Lake platform and environment (including the ACT Government's Open Data Portal) and to support ACTDAC and its stakeholders as they use the ACT Data Lake to support their operational and strategic data management and reporting purposes. Your main duties and responsibilities will be to:

Design and develop scalable code for the extraction, transformation and loading of data from a wide variety of sources using contemporary big data technologies (such as StreamSets, Talend, Spark or Scoop);

Work closely with stakeholders across government to understand user requirements for data analysis, reporting and visualising, and define and deliver data products and projects using the ACT Data Lake;

Utilise contemporary technologies and platforms (such as SQL, Python, Hadoop, Spark, Apache Drill or Apache Airflow) to deliver products for data and statistical analysis;

Maintain appropriate open source and internal source code repositories, such as Azure DevOps or GitHub;

Develop and maintain fit-for-purpose models for storage, reporting, and productionising advanced data methodologies;

Be able to contribute ideas and design considerations for the future delivery of a Data Ecosystem; and

Uphold the ACTPS Code of Conduct, ACTPS values and the ACTPS Respect Equity and Diversity framework.

This position does not involve the direct supervision of staff.

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: 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.

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: WHAT YOU REQUIRE

Your two (2) page Expression of Interest should address the selection criteria below:

##### Professional / Technical Skills and Knowledge

Demonstrated experience in developing, testing, and maintaining data pipelines within a big data technology platform (reference to your public code repository, such as GitHub, would be desirable but is not essential).

Demonstrated experience in manipulating, processing and extracting value from large and disconnected data sets.

Demonstrated ability to build relationships, work collaboratively and communicate with a range of stakeholders from across government, business and the community to deliver positive outcomes.

##### Behavioural Capabilities

Demonstrated experience in delivering high-quality outputs to agreed requirements.

Excellent time management skills with the ability to deal with competing priorities under pressure.

Excellent engagement with business areas, to elicit complex business requirements and ensure business outcomes are understood and designed for

Experience and ability in working within a design-thinking, agile and/or DevOps team environment.

#### COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Relevant tertiary qualifications and related training and experience will be highly regarded but are not essential;

This position does not require a pre-employment medical;

This position does not require a Working with Vulnerable People Check; and

A CMTEDD-issued ACT Government Personnel Vetting Program certificate (equivalent to a baseline security clearance) is required for this position. More information can be found here: [Accept your offer - Careers and Employment \(act.gov.au\)](#)

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

Contact Officer: Patrick Drake-Brockman (02) 6205 0971 [Patrick.Drake-Brockman@act.gov.au](mailto:Patrick.Drake-Brockman@act.gov.au)

## **Economic, Revenue, Insurance, Property and Shared Services (ERIPSS)**

### **ACT Insurance Authority**

#### **Claims Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 56110)**

Gazetted: 28 April 2023

Closing Date: 24 May 2023

Details: Do you have experience in delivering exceptional claims management functions in private or public sector environments? Do you have excellent customer service skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy a challenge? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive and motivated individual who has a passion for claims managing with a focus on achieving positive claims outcomes and broader organisational objectives to join us as a Claims Officer on a permanent basis.

Reporting to the Senior Claims Officer, the Claims officer is responsible for managing a portfolio of matters, across multiple general insurance lines. We are looking for an individual who excels at exercising attention to detail and demonstrating the ability to meet deadlines, communicating clearly and working closely with legal providers. This role requires an individual who is excited to be part of a team that values diversity and practices inclusiveness in line with the ACT Public Service values."

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.](#)

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

How to Apply: Interested applicants are requested to submit an application of no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Shyamali Dias 0491 113 770 [shy.dias@act.gov.au](mailto:shy.dias@act.gov.au)

## **Digital Data and Technology Services**

### **CESB**

#### **Service Assurance**

#### **Refresh Technical Officer**

#### **Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 13248, several)**

Gazetted: 28 April 2023

Closing Date: 5 May 2023

Details: Service Assurance / Refresh team has a expected vacancy coming up and we are looking for an enthusiastic Senior team member who can provide technical expertise and deliver the complete process of ICT asset replacement for ACT Government. This involves the installation of hardware, software and the deployment of applications and includes the provision of technical leadership. Someone who can work with technical contacts, business users and embedded ICT Teams. We are after someone who can provide good customer service and can own problems through to resolution and assist in the development, management and maintenance of all ACT Government hardware. Overseeing large scale projects within the Refresh team to ensure the deliverables are met.

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

What qualities do you have?

Understanding of the ICT systems and applications supported by Digital, Data and Technology Solutions

Experience providing ICT support, troubleshooting and advice on the Refresh process

Manage customer expectations in relation to the Refresh process

Liaise and negotiate with all stakeholders including ACT Government Directorate representatives regarding the replacement of ICT assets

A willingness to share information and knowledge to team members and the broader DDTS

A typical day may include:

Provide technical advice and specialist support to ensure the effective and timely deployment of ICT assets across ACT Government

Manage and co-ordinate resources to ensure the effective and timely deployment of ICT assets across all Directorates and provide technical support as required

Work with the Directorates to ensure we provide the best service and provide positive outcomes

Manage escalations, engaging with ICT teams and Directorates as required

Develop guidelines and procedures relevant to the operational requirements of the team

Notes: There are several temporary positions available for six months with the possibility of extension up to 12 months and/or permanency.

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

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

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

Contact Officer: Sandra O'Rourke (02) 6207 7924 Sandra.O'Rourke@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)**

#### **Corporate**

##### **Governance**

##### **Freedom of Information and Legal Coordination**

##### **Assistant Director, Freedom of Information**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45617, several)**

Gazetted: 28 April 2023

Closing Date: 16 May 2023

Details: Assistant Directors, Freedom of Information are the subject matter experts in the start to finish processing of freedom of information applications. Assessing incoming applications, interfacing with clients, and then applying the relevant legislation to the FOI requests requires attention to detail, a desire to help the community, and an ability to quickly synthesise a large amount of information. You will also supervise and mentor more junior FOI Officers as they develop their expertise. Additionally, as a senior member of the FOI team, you will advise the executives on FOI matters, and contribute towards the process improvement of the team.

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

Eligibility/other requirements:

Demonstrated ability to provide high quality customer service and advice based on legislation and organisational policy. Experience with the *Freedom of Information Act 2016*, and other similar legislative requirements is highly desirable.

A comprehensive understanding, or an ability to quickly obtain an understanding, of the *Freedom of Information Act 2016* and the ability to apply the public interest test, as well as understanding how other relevant legislation (e.g., *Children and Young People Act 2008*) affect decisions on release of information.

Highly developed communication skills, including the ability to produce a range of correspondence and information to ensure accurate and purposeful advice, guidance, and reports for all stakeholders to include the Director-General, Ministers, and the ACT Ombudsman.

Ability to facilitate greater understanding, respect and trust within and between teams. Demonstrated ability to build and sustain collaborative relationships with internal and external stakeholders and clients to influence and achieve results.

Demonstrated ability to lead the work of a small team that operates in a complex and dynamic environment with minimal supervision and within tight time frames.

Ability to undertake and/or lead process or business improvement.

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

Selection may be based on applications and referee reports only. A merit pool will be established from this process and will be used to fill vacancies over the next 12 months.

How to apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a maximum two-page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant Skills, Knowledge, and Behavioural Capabilities.

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

Contact Officer: Brent Novak (02) 6205 0469 Brent.Novak@act.gov.au

## **Corporate**

### **Corporate**

#### **Freedom of Information and Legal Coordination**

##### **Director Open Access Information Scheme and Freedom of Information.**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 39312)**

Gazetted: 27 April 2023

Closing Date: 11 May 2023

Details: The Director, Open Access Information Scheme, oversees and coordinates the whole of Community Service Directorate (CSD) requirements for the Open Access Information Scheme (OAIS) as outlined in the Freedom of Information Act 2016 (FOI Act). The Director OAIS will work across all areas of the Directorate to ensure compliance, prevent accidental release of privileged or private information, and guide executives in clearance procedures. As a senior leader within the FOI unit, you will also mentor team members, improve processes, and help with the day-to-day functioning of the team.

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

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

##### **Professional / Technical Skills and Knowledge:**

1. Comprehensive understanding of the Freedom of Information Act 2016 and the ability to interpret and apply a range of legislation to make determinations regarding public access to information.
2. Demonstrated ability to reconcile information from a variety of sources to support evidence-based decisions and strategic advice.
3. Demonstrated experience in program and process development, change management, and monitoring of systems and the ability to problem solving and apply required change.

##### **Behavioural Capabilities:**

1. Demonstrated ability to develop and sustain relationships of a complex nature with a range of stakeholders and foster teamwork and collaboration across the organisation.
2. Excellent communication skills including demonstrable ability to communicate across a variety of audiences on complex concepts in a manner tailored to suit the audience.

##### **Compliance Requirements / Qualifications:**

1. This position does require a pre-employment medical.
2. This position does not require a Working with Vulnerable People Check.

Notes: This is an expected temporary position available for 12 months with the possibility of permanency. A merit pool will be established from this process and will be used to fill vacancies over the next 12 months. How to apply: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a no more than 1-2-page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities. You will be asked to attach a current curriculum vitae and provide details for two referees. *Applications should be submitted via the Apply Now button below.* Contact Officer: Brent Novak (02) 6205 0469 Brent.Novak@act.gov.au

## **Communities**

### **Women, Youth and Multicultural Affairs**

#### **National Multicultural Festival**

##### **Event Officer**

##### **Event Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41258)**

Gazetted: 03 May 2023

Closing Date: 10 May 2023

Details: Are you looking for an opportunity to develop your event expertise and work on one of Canberra's most popular major events?

The National Multicultural Festival (NMF) is seeking an Event Officer with excellent planning and organisation skills to help us begin preparations for the 2024 festival.

This position will be responsible for operational and administrative coordination of the NMF stallholder program, will assist with procurement of event suppliers, and provide secretariat support to the NMF Community Panel Reference Group. Other general event tasks will include researching event equipment and products, invoice processing and stakeholder communication.

We are a small and busy team with a wide range of responsibilities. You will need to be a team player, who has initiative to make decisions under limited direction when required. We value collaboration and work closely with teams from a range of directorates. You will need to be able to work to tight deadlines and manage competing priorities.

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

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

Relevant experience working in events within the Australian or ACT Public Service is highly desirable.

The ability to work flexibly under limited supervision is required.

Notes: This is a temporary position available immediately until 30 June 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: In no more than two pages, please address the Selection Criteria as per the Position Description, outlining how your Skills and Experience make you the best candidate for the role. Please also provide your current curriculum vitae and the details of two referees.

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

Contact Officer: Sarah Boyd (02) 6207 5720 Sarah.Boyd@act.gov.au

## **Corporate**

### **People, Capability and Culture**

#### **Workforce Management**

##### **Recruitment Administration Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 60169)**

Gazetted: 01 May 2023

Closing Date: 15 May 2023

Details: An exciting opportunity is available to join the Workforce Management team in the People, Capability and Culture branch. The Workforce Management team develops and manages strategic human resource policies and

procedures, workforce planning and reporting and is responsible for the recruitment and retention policies and practices for the directorate.

The Recruitment Administration Officer will collaboratively support the Workforce Management team and will be responsible for managing the centralised recruitment process as well as managing incoming enquiries and requests. To be successful in this role, you will need excellent attention to detail, strong interpersonal skills and the capacity to develop productive relationships.

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

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

How to Apply: Please submit a one-page Expression of Interest addressing your suitability for this role, along with your curriculum vitae and contact details of at least two referees.

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

Contact Officer: Leanne Green (02) 6205 3711 [Leanne.Green@act.gov.au](mailto:Leanne.Green@act.gov.au)

## **Communities**

### **Communications and Engagement**

#### **Assistant Director Communications and Engagement**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 24305)**

Gazetted: 28 April 2023

Closing Date: 16 May 2023

Details: Here at CSD, we are passionate about empowering people to meet their full potential by building inclusive and equitable communities where everyone is respected and valued. We have responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

We are seeking a communications specialist to join our strategic communications and engagement team to deliver effective, well-evidenced and targeted community and stakeholder engagement activities and strategic communications. Under limited direction you will develop, deliver and evaluate best practice communications and community engagement projects in line with Whole of Government Communications and Engagement Plan and identified CSD priorities. We are seeking someone who brings great communication skills complemented with an ability to consider the broad strategic impacts of the project or issue.

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

Eligibility/Other requirements:

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

#### **Professional / Technical Skills and Knowledge**

Expert skills in contemporary techniques for creating audience-centric content for different channels.

Comprehensive knowledge of contemporary communications and engagement practices.

Demonstrated experience in developing high quality integrated communications and engagement media, strategies and plans.

#### **Behavioural Capabilities**

Initiates creative and innovative ideas, approaches, insights or designs.

Exceptional written and verbal communication and the ability to engage effectively with various stakeholders and audiences.

Sound organisational skills, including the ability to effectively manage multiple tasks, and determine team and own priorities.

Adaptability to changing circumstances and successfully managing multiple priorities and demands, in a dynamic, complex and diverse environment.

Resilience and the ability to work productively in a high-pressure environment.

Ability to establish and maintain effective business partnerships, including with internal and external stakeholders; through collaboration, engagement, responsiveness and influence.

Ability to appropriately handle sensitive material with confidentiality, showing sound judgement and integrity.

Compliance Requirements / Qualifications

Relevant tertiary education qualifications such as in Communications, Journalism, Media Studies and/or Public Relations is desirable.

A current driver's license is desirable.

Notes: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page pitch responding to the selection criteria and letting us know why you are passionate about developing great communications and supporting Canberra's most vulnerable people.

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

Contact Officer: Lisa Robey (02) 6207 8541 [Lisa.Robey@act.gov.au](mailto:Lisa.Robey@act.gov.au)

## **Education**

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

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

### **System Policy & Reform**

#### **Strategic Policy**

#### **Inclusive Education Strategy**

#### **Director Inclusive Education Strategy**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61278)**

Gazetted: 28 April 2023

Closing Date: 12 May 2023

Details: The Director, Inclusive Education Strategy, will be responsible for implementation planning and working with ACT Public Schools to understand how to best deliver the Inclusive Education Strategy.

The Inclusive Education Strategy is intended to ensure that students with disability are supported to learn and participate in school activities and events alongside, and on an equal basis with their peers. The Strategy will support all public schools to strengthen inclusive education practices and ensure all schools are supported to meet the needs of every student.

#### **WHAT YOU WILL DO**

Your main responsibilities will be to:

Work as part of a small team with responsibility for aligning, connecting and collaborating with strategic partners to help drive the vision and implementation of the Inclusive Education Strategy.

Establish relationships with all ACT Public Schools to understand what each school needs to implement the Inclusive Education Strategy.

Design planning for the implementation of the Inclusive Education Strategy and assist to develop Action Plans.

Lead the process to develop a resourcing model for students with disability.

Work collaboratively with other parts of the Strategic Policy branch and Directorate to ensure alignment of strategies, policies, and projects with a focus on achieving positive outcomes for children and young people from 0-18 years.

Prepare and review comprehensive reports, advice and documentation for government and executive audiences, including policy and legislative analysis, cabinet submissions, project documentation and business cases.

Represent the Directorate in senior forums and liaise with internal and external partners and stakeholders as required to achieve positive progress towards the goals of the Strategy.

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

**WHAT YOU REQUIRE**

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

**Professional Skills and Knowledge**

Experience of working with staff in ACT Public Schools and an understanding of the local education context.

Demonstrated knowledge of contemporary issues related to inclusive education and the delivery of education to children and young people with disability.

Proven high level communication skills including the ability to provide briefings, prepare reports and other documents of a complex nature.

Effective interpersonal, teamwork and leadership skills including the ability to communicate, consult and negotiate on sensitive and complex matters.

**Behavioural Capabilities**

Ability to design and deliver programs/activities that are aligned to Government priorities, demonstrating an understanding of the impact on broader policy and directions set by Government.

Demonstrated ability to deliver on commitments, building trust with stakeholders and colleagues especially under the pressure of multiple priorities and deadlines.

Demonstrated professionalism and a commitment to continuous improvement in line with the ACT Government Values of Respect, Integrity, Collaboration and Innovation.

**Compliance Requirements/Qualifications**

**Mandatory**

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

Current drivers' licence.

**Desirable**

Demonstrated understanding of inclusive education and of ACT public school contexts.

Demonstrated project management experience.

Notes: This is a temporary position available immediately for six months with possibility of extension and/or permanency. Officers in the Strategic Policy branch have a great deal of flexibility to employ home-based work (HBW) at their discretion. The successful applicant will be fully supported to establish a home-office if they choose to.

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 application addressing the selection criteria, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Jane ShunWah (02) 6205 3312 [Jane.ShunWah@act.gov.au](mailto:Jane.ShunWah@act.gov.au)

**School Performance and Improvement**

**Belconnen Network**

**Melba Copland Secondary School**

**Principal, Melba Copland Secondary School**

**School Leader A 3 \$203,135, Canberra (PN: 12083)**

Gazetted: 28 April 2023

Closing Date: 9 May 2023

Details: Melba Copland Secondary School is a dual campus school situated in the West Belconnen region of Canberra. The school has two sites; a high school campus for year 7, 8 and 9 students, and a senior campus for Years 10, 11 and 12. The school also provides a number of small group programs in Learning support units.

Providing secondary education for all students from Years 7-12 is unique amongst all ACT Public Schools and allows for many extension and enrichment opportunities for students. The two campuses, one community approach allows all students to benefit from being connected to a larger school community.

Melba Copland Secondary School provides a rich education for 21st century learners, supporting students to Connect, Learn and Thrive. Offering a range of subject choices and strongly advocating learning is for everyone, students are supported to excel and achieve their intended goals by dedicated passionate and knowledgeable specialist teachers. Melba Copland Secondary School's vision and commitment that every child deserves a high-quality education is at the core of all learning and is further celebrated and embraced by a welcome and dedicated community partnership of parents, carers and community organisations.

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 Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages), and contact information for two referees.

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

Contact Officer: Kris Willis (02) 6205 8219 [EDU.DSIOffice@act.gov.au](mailto:EDU.DSIOffice@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.

### **School performance and improvement**

#### **Belconnen Network**

##### **Hawker College**

##### **Food Assistant**

##### **School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 38860, several)**

Gazetted: 28 April 2023

Closing Date: 26 May 2023

Details: Are you seeking to move on from the daily grind? Are you looking to say goodbye to split shifts? Are you looking to get your weekends back? Are you wanting to pass on your skills and knowledge to the next executive Chef? Hawker College is seeking a high performing, motivated and experienced individual to join our student led café team.

This position is perfect for a suitably qualified and experienced individual who is looking to take that next step in their career by passing on their knowledge to the students of Hawker College and becoming an integral part of our learning community.

You will work hand in hand with the Business Manager and students, producing a café where students gain real world experience from menu creation, sourcing sustainable ingredients, food preparation and customer service skills, ready for their working life in a fast paced and vibrant industry.

If this interests you, then don't hesitate, make contact with the contact officer and hit that apply button. This won't be a career move you will regret! Did we mention that school holidays are included?

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:

First Aid Certificate or a willingness to undertake appropriate training.

Food Safety Supervisor qualification or a willingness to undertake appropriate training.

Certificate II/III or equivalent or relevant Trade qualification eg: Hospitality, School Support Services.

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

How to apply: Please submit a current curriculum vitae and a maximum two page pitch outlining your industry experience, qualifications, menu creation skills and suitability to fulfil this role. Applicants are strongly advised to contact the contact officer before applying.

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

Contact Officer: Hayden Weeks (02) 6142 0355 [Hayden.Weeks@ed.act.edu.au](mailto:Hayden.Weeks@ed.act.edu.au)

### **School Performance and Improvement**

#### **North and Gungahlin Network**

##### **Dickson College**

##### **Principal, Dickson College**

##### **School Leader A 2 \$189,549, Canberra (PN: 61496)**

Gazetted: 03 May 2023

Closing Date: 15 May 2023

Details: Dickson College is a Senior Secondary College catering for Year 11 and 12 students with approximately 850 enrolments and is situated in the inner north of Canberra. Dickson College provides a supportive, innovative and enriched learning environment for students offering a broad curriculum, including unique offerings such as *Indigenous Culture and Languages* and *Interdisciplinary Inquiry*. Dickson College also hosts the only Secondary (7-10) Introductory English Centre (SIEC) in the ACT. Staff are part of a dedicated team committed to supporting students to pursue successful futures that includes options for pathways into university, vocational education, and employment. All options are inclusive of students with a disability. Students at the college obtain Senior Secondary Certificates, ATARs, and Vocational Education qualifications in a variety of industry areas.

Dickson College operates with a strong sense of community, including various active student led groups, and the College Board which is the focal point for parent involvement at the College.

The following table provides current student enrolment and workforce data. Further information may be obtained by visiting the College website at [www.dicksonc.act.edu.au](http://www.dicksonc.act.edu.au)

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 Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages), and contact information for two referees.

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

Contact Officer: Stephen Gwilliam (02) 62058219 [EDU.DSIOffice@act.gov.au](mailto:EDU.DSIOffice@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.

## **School Performance and improvement**

### **Belconnen**

#### **Maribyrnong Primary School**

#### **ICT and Digital Technologies School Leader**

#### **School Leader C \$132,293, Canberra (PN: 36090)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

Details: Maribyrnong Primary School is seeking a dynamic and innovative School Leader C. The successful applicant will lead and develop effective teaching and learning teams through collaborative Professional Learning Communities. The School Leader C will lead teams to place students at the centre when analysing multiple sources of evidence, using a Spiral of Inquiry to improve student learning and wellbeing outcomes. The successful applicant will work within the leadership team to support the principal in leading the implementation of the school's Improvement Plan.

The successful applicant will be responsible for:

Leading Professional Learning Communities for years 5 and 6 that are focused on continuous improvement of teaching and learning.

Provide dynamic leadership to build whole school capacity in the use of an evidence informed approach to Coaching and Mentoring.

Leading and supporting innovation and change within teaching teams to ensure the School Improvement Plan is put into action across the school and that its goals and intentions are realised.

Leading and managing the teaching and learning of Digital Technologies, inclusive of building whole school capacity in this curriculum area.

Oversight and future planning of student and staff ICT hardware across the school (P-6).

Support and manage the needs of students facing individual well-being challenges.

Eligibility/Other Requirements:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

**How to Apply:** Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and details of two referees.

**Statement of claims based on the Position Information and School Leader Capability Framework:**

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

**Resume/curriculum vitae:**

Your resume or curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

**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.

*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: Andrew Buesnel (02) 6142 0570 [Andrew.Buesnel@ed.act.edu.au](mailto:Andrew.Buesnel@ed.act.edu.au)

## **Business Services Division**

### **People and Performance**

#### **Assistant Director, Workplace Relations**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 00067, several)**

Gazetted: 02 May 2023

Closing Date: 16 May 2023

Details: We are looking for someone to join us!

If you thrive on researching and advising on complex employment conditions and have a passion for public education, we have the role for you.

If you have experience in the management of HR projects and have highly developed analytical and written communication skills, the Education Directorate has two exciting opportunities for experienced Assistant Directors, Workplace Relations.

As part of a team, you will play a critical role in supporting the negotiation and implementation of enterprise agreements and work collaboratively with the team in providing complex workplace relations advice and implementation of the ACTPS employment framework for the Directorate.

**Where and how you will work:**

The ACT Government aims to be the most progressive jurisdiction in Australia for hybrid and flexible working. Our team works flexibly, and our hybrid work arrangements mean we work a combination from home and from our offices in Stirling. Even better, when in the office, you have access to free parking at the door.

**Eligibility/Other Requirements:**

Tertiary qualifications in Human Resources or Industrial Relations or similar would be an advantage.

Professional memberships relevant to HR would be an advantage and/or AHRI Professional

Accreditation/Practicing Certificate.

Note: There is one full-time permanent position available immediately and one full-time temporary position available immediately for 12 months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit a one-page statement of claims addressing the Selection Criteria. Also provide your current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook.

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

Contact Officer: Tegan Jones (02) 6205 4580 [Tegan.Jones@act.gov.au](mailto:Tegan.Jones@act.gov.au)

**Office for Schools**

**South Weston Network**

**Telopea Park School**

**Administration/Staffing Officer**

**School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 37688)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

Details: Telopea Park School is seeking a highly motivated individual to work as a Staffing Officer across Telopea's K-10 School. The successful applicant will work closely with the Business Manager and the leadership team and show a considerable degree of independence and consistently exercise sound judgment, confidentially and discretion.

The position is responsible to organise relief staff to cover staff absences, assisting with staff timetabling, reconciling staff leave submissions, preparing and lodging staff contracts, providing advice and support to executive and all staff relating to HR and staffing related matters.

Further duties include general administrative duties including records management. The applicant will possess excellent time management, communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/other requirements:

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

Highly Desirable: Knowledge of SSEM and Sims

How to apply: Please apply by responding to the Selection Criteria, please provide at least one written reference and the name and contact details of a second referee and a current curriculum vitae.

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

Contact Officer: Kylie Louis (02) 6142 3379 [Kylie.Louis@ed.act.edu.au](mailto:Kylie.Louis@ed.act.edu.au)

**School Improvement**

**School Leader C - Arawang Primary School**

**School Leader C \$132,293, Canberra (PN: 32624)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

Details: Arawang Primary School is seeking a dynamic and innovative School Leader C who values the importance of working as a member of a collaborative leadership team. The successful applicant will have high level inquiry pedagogy and curriculum leadership skills to support the school's new strategic vision. They will need to demonstrate strength in building positive and productive relationships with staff, students, and their families, with a strong focus on agency and innovation.

The successful applicant will:

Strategically lead a student-centred approach and initiate improvements to student outcomes using contemporary pedagogies.

Thoroughly understand the ACT Future of Education Strategy to best support students, staff and families to engage in the strategic direction of the school.

Providing dynamic leadership to build whole school capacity in the use of an evidence informed approach to Coaching and Mentoring.

Coach, and support teachers to enhance differentiated teaching and learning.

Supporting teacher agency through a distributed leadership approach, including PLC's, School Improvement Teams and teacher led inquiries.

Support inclusive practices within the school, supporting teachers to make adjustments where appropriate for students with additional needs.

Undertake a teaching load as directed by the Principal.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued through Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

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

Contact Officer: Jacqueline Chapman (02) 6142 0660 [Jacqueline.Chapman@ed.act.edu.au](mailto:Jacqueline.Chapman@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.

### **School Improvement**

#### **North Canberra / Gungahlin**

#### **Majura Primary School**

#### **Building Services Officer**

#### **Building Service Officer 3 \$73,429 - \$77,593, Canberra (PN: 54533)**

Gazetted: 01 May 2023

Closing Date: 15 May 2023

Details: Majura Primary School is seeking an enthusiastic and highly motivated Building Service Officer (BSO) to join our team. The successful applicant will undertake the maintenance and security of school buildings, grounds and equipment, keeping the school in a clean and tidy condition with regard to safety and security.

The applicant will be required to coordinate, initiate and implement strategies to achieve improved security outcomes, manage the school's maintenance programs, day-to-day grounds maintenance to enhance the school, and relocation of furniture and equipment and undertake administrative tasks as required.

The applicant must show initiative and work independently and within a team.

The duties of the position require a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness to perform duties across two separate sites on the primary school and preschool.

Mandatory training and Working with Vulnerable People registration required.

Eligibility/Other Requirements:

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

Mandatory Asbestos Awareness Training. Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior to commencement. For further information refer to - [Asbestos Awareness Training - WorkSafe ACT](#)

Mandatory Training in other WHS procedures may be required during employment. For example, Working at Heights, Sharps.

Note: This is a temporary position available immediately for three months with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your response, addressing the six capabilities forming the Selection Criteria, together with your curriculum vitae and names of two referees. The Selection Criteria to address in your application is located on the last page of the Position Description attached. Provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Professional /Technical Skills and Knowledge and Behavioural Capabilities as required.

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

Contact Officer: Adrienne Tranter (02)6142 3140 [Adrienne.Tranter@ed.act.edu.au](mailto:Adrienne.Tranter@ed.act.edu.au)

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

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

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

### **Office of Commissioner for Sustainability and the Environment**

#### **Project Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 13812)**

Gazetted: 27 April 2023

Closing Date: 4 May 2023

Details: This role will assist the Commissioner for Sustainability and the Environment, particularly in undertaking reports and investigations.

You will bring knowledge of climate, environment and/or sustainability to a small team and assist in undertaking research on important 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.

Note: This is a permanent full-time position. This position may be offered on a permanent part-time basis.

Selection may be based on application and referee reports only.

How to Apply: Submission of a short resume/CV and an EOI (maximum 2 pages) addressing the criteria.

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

Contact Officer: Sophie Lewis (02) 6207 2629 [Sophie.Lewis@act.gov.au](mailto:Sophie.Lewis@act.gov.au)

### **Corporate Services and Operations**

#### **Governance, Compliance and Legal**

#### **Legal Policy**

#### **Director**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 25141)**

Gazetted: 02 May 2023

Closing Date: 16 May 2023

Details: Do you have a passion for the natural and built environments and want to make a positive and meaningful contribution to the conservation and sustainable development of the Territory? Do you have experience in legal policy and legislative reform?

Then we want to hear from you!

The Legal Policy and Integrity team is responsible for the provision of legal policy support and development of legislation for the Environment, Planning and Sustainable Development Directorate and portfolio. These functions are diverse, and include drafting and reviewing legal instruments, development of legislation and procurement of legal advice from the ACT Government Solicitor.

We are seeking an experienced senior officer to fill the permanent position of Senior Officer Grade B Director, Legal Policy. We are seeking people who are strategic and analytical thinkers, and who enjoy challenging work, have experience in managing legislative projects, a can-do attitude, a keen eye for detail and a commitment to providing superior client service. The successful applicant will play a key role as a member of the Directorate's corporate support team as it supports the operations of the Directorate's divisions.

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, and those who identify as LGBTIQ, veterans and people from a culturally and linguistically diverse background are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Law from an Australian tertiary institution, or a comparable overseas qualification, and/or experience in providing legal policy support, are desirable.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in a new workplace designed for activity-based working (ABW) at the ACT Government's Dickson Office Block at 480 Northbourne Avenue. Under ABW arrangements, officers do not have a designated workstation/desk. Current COVID-19 restrictions and policies provide for the ability to work from both home and in the office, although the restrictions and policies are subject to change.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A statement addressing the Selection Criteria, limited to a maximum of 350 words per criterion.

A current resume/curriculum vitae.

Contact details of at least two referees.

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

Contact Officer: Adam Roach (02) 6207 7803 Adam.Roach@act.gov.au

## **Environment**

### **ACT Parks and Conservation Service**

#### **National Parks and Catchments / Tidbinbilla Nature Reserve**

##### **Threatened Species Officer**

##### **Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 20013, several)**

Gazetted: 01 May 2023

Closing Date: 17 May 2023

Details: The ACT Parks and Conservation Service (PCS) is seeking a dynamic and experienced team player to contribute to wildlife conservation initiatives at Tidbinbilla Nature Reserve (TNR).

TNR's Threatened Species Program focuses on the recovery of threatened species through breeding programs, conservation research, and education. Managed by a team of skilled and experienced staff the program manages various innovative conservation projects including recovery programs for the Southern Brush-Tailed Rock-wallaby, Northern Corroboree Frog and Grassland Earless Dragon. Staff work in a fast-paced environment and collaborate with a broad range of stakeholders, research institutions and organisations operating at the forefront of conservation biology.

The selected candidate will be appointed to manage one of the Threatened Species Teams active recovery programs and will need to have strong observational skills, an aptitude for small animal handling and a working knowledge of biosecurity protocols. There is a strong emphasis on teamwork and flexibility.

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:

Mandatory:

Tertiary qualifications in the field of environmental management, wildlife biology or ecology is required

Current driver's licence and ability or willingness to learn how to drive manual vehicles.

Preparedness to wear a uniform.

Preparedness to work a shift roster which includes weekends and public holidays

Ability and willingness to undertake after hours and incident management duties, including after-hour reserve lock up functions, participation in fire standby roster and search and rescue operations.

Working with Vulnerable People Registration (WWVP)

Notes: This is a temporary position available from 12 June 2023 until 17 March 2024. 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 written application addressing the selection criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

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

Contact Officer: Nicole Hill (02) 6207 3695 Nicole.Hill@act.gov.au

## **Environment**

### **ACT Parks and Conservation Service**

#### **Environmental Offsets**

##### **Data Analyst**

##### **Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 38377)**

Gazetted: 01 May 2023

Closing Date: 22 May 2023

Details: The Environmental Offsets team are looking for an organised and innovative Data Analyst with excellent statistical skills and a high level of proficiency in project management. Under the supervision of the Environmental Offsets Assistant Director, the Data Analyst is tasked with the statistical analysis of ecological data relating to the implementation of environmental offsets in the ACT.

A core function of the Data Analyst is to provide high-quality and timely statistical advice on the design, implementation and evaluation of environmental offset projects and programs. More information on the role is provided in the Position Description attached.

Eligibility/Other Requirements:

**MANDATORY**

A degree or diploma in environmental science, data science, statistics, or equivalent.

Registration under the *Working with Vulnerable People Act 2011*.

**DESIRABLE**

Experience in spatial analysis including familiarity with GIS software (e.g., ArcGIS) and coding (e.g., R, Python).

Knowledge of the ecology of the ACT and methods for surveying natural values.

Note: This is a temporary position available from 5 June 2023 until 17 May 2024 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Laura Rayner 0418 414 487 [Laura.Rayner@act.gov.au](mailto:Laura.Rayner@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)**

#### **Executive Branch Manager, Governance and Business Improvement**

**Temporary Vacancy (7 August 2023 – 8 September 2023)**

**Justice and Community Safety Directorate**

**Corporate**

**Position: E587**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA

Date circulated: 2 May 2023

The Justice and Community Safety Directorate is seeking an experienced, innovative and motivated leader to temporarily fill the position of Executive Branch Manager, Governance and Business Improvement.

The Executive Branch Manager, Governance and Business Improvement reports to the Chief Operating Officer and leads a multi-disciplinary team that deliver directorate-wide enabling services.

The Governance and Business Improvement Branch incorporates a broad range of services including ministerial services, governance, audit and risk, protective security, records management, freedom of information, delegations, coordination and reporting. This position provides effective leadership and development of the Branch to continually improve performance and develop a strong customer service culture.

The successful applicant will demonstrate a strong record in implementing key projects at an executive level and skills in strategic planning, building and maintaining key relationships, mitigating risk, managing resources and effective leadership.

The position works closely with Ministerial Offices, the JACS Executive, business unit heads and colleagues across the ACT Government.

The successful applicant will also be the Senior Executive Responsible for Business Integrity Risk (SERBIR), Agency Security Executive (ASE), Executive Data Lead, and the Executive responsible for Records and Information Management for the JACS Directorate.

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 \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008. To apply: Interested candidates are requested to submit an application of no more than one page, as well as a current curriculum vitae and the name and contact details of two referees to Danielle Krajina via email, [danielle.krajina@act.gov.au](mailto:danielle.krajina@act.gov.au) by COB Tuesday 16 May 2023. Contact Officer: Danielle Krajina (02) 6207 4813 [danielle.krajina@act.gov.au](mailto:danielle.krajina@act.gov.au)

## **Security and Emergency Management**

### **Governance SEMD**

#### **Executive Support Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43799)**

Gazetted: 27 April 2023

Closing Date: 11 May 2023

Details: Do you have experience in providing high-level executive support? Are you looking for a position where no two days are the same? Are you committed to achieving goals as part of a team whilst also supporting colleagues to achieve team priorities?

The Security and Emergency Management Division (SEMD) is primarily responsible for the development and coordination of strategic security and emergency management policy matters for the ACT Government. SEMD has a whole-of-government focus and works closely with security and emergency management personnel across all Directorates.

The Executive Support Officer plays a critical role within the Governance Branch, supporting the Executive Group Manager to exercise their functions, as well as being a significant contributor to the effective financial administration within the Division. The Executive Support Officer will log, assign, and monitor general administrative business such as ensuring the accurate coding of invoices, monitoring and ordering stationary, booking accommodation and travel, and preparing high-level briefing folders.

The Executive Support Officer will have demonstrated high-level experience in office administration, including the ability to provide assistance to an executive, excellent oral and written communication skills within a sensitive and secure work environment where confidentiality and discretion is paramount.

The ability to communicate effectively, think critically and creatively, perform analysis and planning is necessary. The successful applicant must have the ability to work autonomously as well as part of a team and the ability to continually prioritise workloads within a high paced 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:

The successful applicant must possess or be able to acquire and maintain a current Negative Vetting 1 Security clearance (NV1).

This role does not require a Working with Vulnerable people check, or a pre-employment medical.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

After reviewing the Position Description, please provide:

A two-page written response to support your application. Please provide evidence of your suitability for the role by providing specific examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities.

A curriculum vitae no longer than three pages, details of two referees, including a current supervisor.

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

Contact Officer: Sophie Butler-Stratton (02) 6205 3113 [Sophie.Butler-Stratton@act.gov.au](mailto:Sophie.Butler-Stratton@act.gov.au)

**Legislation, Policy and Programs**  
**Civil and Regulatory Law**  
**Liquor, Racing and Gaming Policy**  
**Senior Policy Officer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50427, several)**

Gazetted: 28 April 2023

Closing Date: 16 May 2023

Details: The Civil and Regulatory Law Branch is seeking applications for permanent and temporary Senior Policy Officers (SOG-C). There are four teams within the branch: General Civil and Housing and Consumer Protection team, Liquor, Racing and Gaming Policy team, Access to Justice team and the Human Rights and Social Policy team. There are currently positions available in the Liquor, Racing and Gaming Policy team.

The Liquor, Racing and Gaming Policy team within the Branch is responsible for providing legal policy advice and developing initiatives and legislation in relation to the regulation of liquor, racing and gaming in the ACT. This includes supporting the Government's regulatory and harm reduction initiatives. As part of this, it supports the Government's regulatory and harm reduction initiatives and the delivery of gaming related commitments made under the Parliamentary and Governing Agreement of the 10th Assembly.

Senior policy officers deliver critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers.

This is an opportunity to join a busy, energetic Branch that makes a significant impact on the lives of Canberrans. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements:

Relevant tertiary qualifications in law, economics or a related field or significant study towards gaining qualifications would be highly desirable.

Note: These are temporary positions available immediately for six months with a possibility of extension up to 12 months and/or permanency.

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

How to apply: Please provide a written application that addresses the requirements (capabilities) of the position in no more than a two-page pitch, along with your curriculum vitae, including the names and contact details of two referees.

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

Contact Officer: Megan Sparke (02) 6207 0580 [Megan.Sparke@act.gov.au](mailto:Megan.Sparke@act.gov.au)

**Public Trustee and Guardian**  
**Guardianship Unit**  
**Project Officer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45357)**

Gazetted: 03 May 2023

Closing Date: 19 May 2023

Details: Are you interested in protection of Human Rights? At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 70 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion all members of ACT community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

We have a temporary vacancy for six months for a motivated and well organised professional to work in our dynamic Guardianship Unit (GU) as a Project Officer. This role offers flexible work schedules to include part-time, job share and remote work arrangements. GU aims to support each person to participate as fully as possible in decisions about their own lives. GU provides guardianship services to adults in our community who have diminished ability to manage their affairs due to a physical, mental, psychological or intellectual condition.

Guardianship services are provided under authority of an order of the ACT Civil and Administrative Tribunal (ACAT) or an Enduring Power of Attorney. The Project Officer role will provide an opportunity to involve in change project

in disability and health area, and human rights protection. The Project Officer will deliver a project to develop an information pack and training module to support newly appointed private guardians which complies with Australian Guardianship standards established by the Australian Guardianship and Administration Council (AGAC) and promotes understanding of decision-making rights and the responsibilities of appointment as guardian. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other Requirements:

This position requires applicants satisfy ACTPS pre-employment checks.

Driver's licence Class C is preferred.

This position does not require a pre-employment medical.

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

Note: This is a temporary position available from June 2023 for a period of six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants interested in the role are highly encouraged to contact the contact officer before addressing the capabilities of the role.

Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the position overview, knowledge and capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

*Applications should be submitted via the Apply Now Button.*

Contact Officer: Helen Connolly (02) 6207 9800 [helen.connolly@act.gov.au](mailto:helen.connolly@act.gov.au)

## **ACT Corrective Services**

### **Offender Reintegration**

#### **Programs and Reintegration**

##### **Programs Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 47899, several)**

Gazetted: 01 May 2023

Closing Date: 15 May 2023

Details: A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS), for highly motivated and values-driven professionals to fill the role of Programs Officer (ASO6), within Offender Reintegration.

These positions are based at the Alexander Maconochie Centre (AMC), in a highly skilled team committed to effective program delivery for offenders and detainees in both the community and in custody. Working closely with other Programs Officers, and under the direction of the Team Leader, you will facilitate a range of offence specific, offence related, psychoeducational and wellbeing group work and counselling programs to detainees in the Alexander Maconochie Centre (AMC) and offenders engaged with Community Corrections.

In addition, you will undertake program suitability assessments of detainees and offenders, liaise with case managers, program facilitators and professional supervisors to ensure program delivery integrity and actively participate in evaluating programs, contributing to a continuous process of review to ensure program quality, integrity and effectiveness is maintained and enhanced.

To be successful in this role, you will be able to demonstrate an understanding of and commitment to, contemporary best practice in relation to program facilitation. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in trauma informed practice, research, planning, as well as well-developed group facilitation skills. You will have a proactive approach to detainee and offender management, including the ability to liaise with internal stakeholders and professional supervisors and an ability to compile and contribute to verbal and written reports.

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 with offenders is highly desirable.

Tertiary qualifications in the Psychological, Education, Social Work or Behavioural Sciences are highly desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

The successful candidate may be required to undertake some evening work and be provided the opportunity to perform some weekend work.

Background police checks will be conducted.

Driver's licence is essential.

The occupant of this role will be required to work at various ACT Corrective Services locations including the Alexander Maconochie Centre and 2 Constitution Avenue, Canberra City.

Notes: There are several permanent and temporary positions available. Temporary positions are available for six months.

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

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current resume with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of their driver's licence. Please ensure you submit all required items.

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

Contact Officer: Nadia Otoole (02) 6207 9091 [Nadia.OToole@act.gov.au](mailto:Nadia.OToole@act.gov.au)

### **Emergency Services Agency**

#### **Governance and Strategy**

#### **Procurement, Sourcing and Purchasing**

#### **Director Procurement, Sourcing and Purchasing**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 41712)**

Gazetted: 01 May 2023

Closing Date: 15 May 2023

Details: The Emergency Services Agency (ESA) is seeking applications from experienced, self-motivated individuals with strong leadership skills to fill the position of Director, Procurement, Sourcing & Purchasing.

Under the broad direction of the Executive Branch Manager, Strategy and Governance; the Director, Procurement, Sourcing and Purchasing will ensure timely, cost-efficient procurement and supply of goods and services associated with delivery of the ESA's core functions and services to the ACT community, while developing and maintaining robust partnerships with stakeholders across the ESA, broader ACT Government and industry.

The Director, Procurement, Sourcing and Purchasing will ensure the ESA acts with probity and achieves legislative compliance in all activities related to the procurement of goods and services. Additionally, responsibilities include research and analysis, procurement strategy and execution, ongoing contract and performance management.

This position leads a small team ensuring best practice principles and legislative compliance are utilised in meeting the needs of the ESA procurement and projects function.

See the attached Position Description for further information about the role.

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:

Certificate IV or Diploma Procurement and Contract Management is highly desirable.

A 'C' Class Driver's licence is essential.

This position may require a Working with Vulnerable People Check.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Elita Barrett (02) 6205 5427 [Elita.Barrett@act.gov.au](mailto:Elita.Barrett@act.gov.au)

## **Corporate**

### **Strategic Finance**

#### **Finance Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 10265)**

Gazetted: 01 May 2023

Closing Date: 8 May 2023

Details: Strategic Finance is seeking a motivated, well organised person who possesses the following skills to effectively perform the role and functions of a Finance Officer:

demonstrated understanding and experience in public sector financial management processes and financial frameworks;

demonstrated understanding of reconciliations, experience in financial systems e.g. Oracle and TM1 and the ability to analyse relevant financial information;

strong communication skills with the ability to develop positive relationships with stakeholders; and

contribute to the goals and business improvements of the Strategic Finance 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

Accounting and finance qualifications are highly desirable.

Notes: This is a temporary position available immediately until 31 October 2023 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Please note, this position will be working in the activity-based working (ABW) environment. 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 (2) pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities, which can be found in the Position Description, and a current curriculum vitae including the details of two referees.

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

Contact Officer: Sharon Wong (02) 6205 8217 Sharon.Wong@act.gov.au

## **ACT Courts and Tribunal**

### **ACT Civil and Administrative Tribunal**

#### **ACAT Research Associate**

##### **Associate Level 1 \$68,685 - \$70,403, Canberra (PN: 41263)**

Gazetted: 28 April 2023

Closing Date: 12 May 2023

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated and enthusiastic person to perform the role of the ACAT Research Associate. The successful applicant will be people-focused, possess well-developed administration and research skills, demonstrates excellent attention to detail, and the ability to work independently as well as part of a team. The ACAT Research Associate works in a dynamic, demanding role and works closely with the ACAT President, ACAT Registrar and other Tribunal Members. The Officer will perform a range of associate work, including providing in-hearing support to presiding members, providing technological support across the ACAT, undertaking legal research, reviewing and editing written decisions, and general administration.

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

Completion or near completion of a Bachelor of Laws Degree (or higher law qualification) is essential.

Notes: This is a temporary position available for a period of up to 12 months. A Merit Pool may be established from this selection process and may be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to apply:

Applicants are required to submit:

A current curriculum vitae;

Contact details of at least two referees; and

A pitch of no more than two pages, telling us how your Skills, Experience and Ability make you the best person for the job, and how you demonstrate the Behavioural Capabilities outlined in the Position Description. Your pitch should include any specific examples or achievements which demonstrate your Ability to perform in the role.

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

Contact Officer: JessicaC Smith (02) 6205 5418 [JessicaC.Smith@act.gov.au](mailto:JessicaC.Smith@act.gov.au)

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

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

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

#### **City Services**

#### **Infrastructure Delivery and Waste**

#### **Infrastructure Delivery**

#### **Project Manager**

#### **Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 19285)**

Gazetted: 27 April 2023

Closing Date: 11 May 2023

Details: Infrastructure Delivery (ID) manage and deliver Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery is seeking an experience Project Manager. The Project Manager is a key member of the Facilities team and is responsible for the planning, design scope, procurement and execution of key capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community. It is desirable to have experience in Sportsground infrastructure.

The position primary responsibilities are to:

Develop and effectively project manage multiple capital works projects through the engagement of ACT Government delivery agencies, consultancies and / or contractors.

Perform a supervisory and mentoring role to junior officers in the delivery of capital works projects.

Develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

Application of well-developed skills in project management to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within ID. These skills will include, project planning, project budget management and legislative approvals.

Please see attached position description for details of the duties to be undertaken.

Should you have any question relating to the position please contact Steven Hare, [steven.hare@act.gov.au](mailto:steven.hare@act.gov.au), (02) 6205 9631.

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**

Applicants must hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience.

A current driver's licence.

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

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

How to apply: Applicants must provide a response (maximum of three pages total across the seven criteria) addressing the 'What you Require' criteria as per the attached position description, highlighting how your skills and experience are relevant to the responsibilities within the role.

Applications should also include a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

## **Transport Canberra and Business Services**

### **Territory and Business Services**

#### **Libraries ACT**

#### **Communications and Engagement Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 26001)**

Gazetted: 03 May 2023

Closing Date: 17 May 2023

Details: Libraries ACT are on the lookout for a Communications and Engagement Officer who has great leadership qualities and a passion for delivering strategic and targeted communications to the community.

Come and join a team of passionate and creative professionals who develop and deliver engaging programs, events, and projects for Libraries ACT. We are looking for a dynamic and enthusiastic Communications and Engagement expert who can develop and deliver strategic communications targeted to a broad range of groups within the community.

You will work collaboratively with the Outreach team, Programs and Events team, Executive team and Library Branches to deliver effective and engaging communications. You will work on challenging projects that will help shape the future of libraries. Your work will make an immediate and impactful contribution to the Canberra community.

If you want to improve your communication and leadership skills and undertake work that impacts the people of Canberra, 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.

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. This position is based in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The opportunity to work from home exist as operational needs allow.

Selection may be based on application and referee reports only.

How to apply: A two-page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role.

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

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: Megan Davies (02) 6207 5156 Megan.Davies@act.gov.au

## **City Services**

### **Roads ACT**

#### **Environment and Utilities/Bridges and Structures**

#### **Asset Inspector**

#### **Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 23364)**

Gazetted: 01 May 2023

Closing Date: 25 May 2023

Details: This position will deliver a range of infrastructure maintenance activities and primarily asset inspection.

This role will be required to comply with administration systems, quality standards, Work Health Safety and environmental requirements for the assigned maintenance activities. The position is responsible for delivering reasonable productivity and efficiency.

There is opportunity for permanent staff to occupy other positions across Roads ACT (at level) for the purposes of backfilling staff whilst on leave and for development purposes.

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 LGBTIQIA+ are encouraged to apply.

**Eligibility/Other Requirements:**

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

Hold a relevant building degree; or

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

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

A supporting statement of no more than four pages addressing the requirements of "What you Require" section of the attached Position Description, outlining experience and/or ability.

A current curriculum vitae

Contact details of at least two referees.

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

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

Contact Officer: RobertJ Allen (02) 6207 2736 RobertJ.Allen@act.gov.au

## **City Services**

### **Development Coordination**

### **Development Planning**

### **Director, Development Assessment**

### **Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 11893)**

Gazetted: 01 May 2023

Closing Date: 22 May 2023

Details: The Director, Development Assessment provides the leadership and supervision to manage and plan the team's operational responsibilities and resourcing. This position manages a team of professionals who are responsible for coordinating technical reviews of land development projects and related infrastructure assets.

As a senior leader within Transport Canberra And City Services (TCCS), this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

**Eligibility/Other Requirements:**

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

Hold a relevant building degree; or

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

Note: This is a temporary position available immediately for nine months with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:**

Please submit the following:

A supporting statement of no more than three pages addressing the requirements in 'What you require' of the Position Description, outlining experience and/or ability.

Contact details of two referees or completed referee reports.

A current curriculum vitae.

Scanned copies of relevant qualifications.

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

Contact Officer: Tim Wyatt (02) 6205 4200 Tim.Wyatt@act.gov.au

## **City Operations**

### **City Services**

#### **Infrastructure Planning**

##### **Planning and Programs Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 22459)**

Gazetted: 01 May 2023

Closing Date: 8 May 2023

Details: Infrastructure Planning deals with high volume of preparation of briefs, submissions for Capital Works projects, Policy papers and Ministerials.

This position:

is a solid support and plays a crucial role to the team and assists Directors and other staff members with the coordination of submissions, policy papers, ministerial correspondences as well as administration duties related to staffing issues, leave, general enquiries, reports for asset data management as well as training and performance reviews.

coordinates national reporting and reviewing of draft publications of Austroads and other professional bodies are maintained with a high quality and submitted in a timely manner.

Eligibility/Other requirements:

Relevant tertiary qualifications and/or experience in transport/road or general technical policy desirable.

Competent in Microsoft Office Suite.

Permanent Resident of Australia.

Current Australian Class C driver's license essential.

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

How to Apply:

*Applications should be sent directly to the contact officer.*

Contact Officer: Snezana Dimitrovska (02) 6207 6570 or 0432757189 Snezana.Dimitrovska@act.gov.au

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

## **City Services**

### **Roads ACT**

#### **Environment and Utilities/Bridges**

##### **Assistant Director, Bridges and Structures**

##### **Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 61366)**

Gazetted: 28 April 2023

Closing Date: 24 May 2023

Details: The position will look after the day-to-day operation of the ACT's bridges and structures networks, ensuring that established processes are followed by the contractor when working on the network. The role will undertake design reviews for departures from bridges standards, provide input to standards, regulatory documents, and asset management planning documents. The position will develop and maintain productive relationships with regulatory authorities and the contractors responsible for undertaking bridge operation and maintenance works. The position supervises three asset inspection officers to deliver the core tasks of safely operating the network.

The role has responsibilities related to technical leadership for the bridge network and contract management/administration functions. Roads ACT is looking for candidates with qualifications in civil/structural engineering and/or related experience in the construction industry coupled with project management qualifications and experience.

As a senior leader within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a team and providing

appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered, and engaging, people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

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 LGBTIQIA+ are encouraged to apply.

**Eligibility/Other Requirements:**

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

Hold a relevant building degree; or

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

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

A supporting statement of no more than five pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description.

A current curriculum vitae.

Contact details of at least two referees.

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

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: Jennie Gilles (02) 6207 2141 [Jennie.Gilles@act.gov.au](mailto:Jennie.Gilles@act.gov.au)

## **Worksafe ACT**

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

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

### **Specialist Operations**

#### **Director**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59798)**

Gazetted: 02 May 2023

Closing Date: 16 May 2023

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner.

WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

WorkSafe ACT has an exciting permanent vacancy for a motivated and highly organised professional to fill the role of Director, Specialist Operations.

You will provide strategic oversight of a high functioning team of inspectors responsible for conducting inspections and workplace visits. The Director, who is part of WorkSafe ACT's broader senior leadership group, will manage the day-to-day operations of large parts of the Inspectorate.

Duties include, but are not limited to:

Leading, managing and monitoring the performance of Senior Inspectors (SOGCS).

Implementing plans and strategies for the monitoring of individual performance and development; and setting work priorities in line with corporate objectives.

Preparing complex written material, including operational planning, policies and procedures.

Establishing and maintaining effective working relationships and influencing opinion with stakeholders.

Chairing weekly Operational Managers' Meetings.

Providing guidance and advice to Senior Inspectors regarding complex WHS matters.

The successful candidate will need to demonstrate excellent communication skills and highly developed leadership abilities. You will be a passionate leader who embraces change and strives for continuous improvement. If this sounds like you, we encourage you to apply.

Eligibility/Other Requirements:

Relevant qualifications are highly desirable.

Significant experience in fields such as health and safety, audit, government inspections or law.

Current unrestricted drivers' licence.

Willingness to:

Wear a uniform when required.

Participate in an after-hours on-call roster.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on referee reports and written application only. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

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

Contact Officer: Jackii Shepherd (02) 6205 4654 [Jackii.Shepherd@worksafe.act.gov.au](mailto:Jackii.Shepherd@worksafe.act.gov.au)

## APPOINTMENTS

### ACT Health

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Angela Carnovale, Section 68(1), 4 May 2023

**Senior Information Technology Officer Grade A \$157,201**

Timothy Panoho: 87173165, Section 68(1), 28 April 2023

**Senior Information Technology Officer Grade B \$135,355 - \$152,377**

James Goddard: 87136495, Section 68(1), 28 April 2023

### Canberra Health Services

**Administrative Service Officer Class 4 \$76,255 - \$82,566**

Keely Adams, Section 68(1), 19 April 2023

**Specialist / Senior Specialist, \$188,151 - \$254,198**

Namita Acharya: 84436548, Section 68(1), 01 May 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Safar Adhikari, Section 68(1), 11 May 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Sean Beecher, Section 68(1), 1 May 2023

**Registered Nurse Level 2 \$100,957 - \$107,000**

Sandra Gaisford, Section 68(1), 28 April 2023

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

Claire Hancock, Section 68(1), 1 May 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Lisa Hornell, Section 68(1), 24 April 2023

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Diane Jakobasch, Section 68(1), 24 April 2023

**Enrolled Nurse Level 1 \$65,934 - \$70,443**

Vidushi Kalia, Section 68(1), 1 May 2023

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Rebecca Kirby, Section 68(1), 24 April 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Rumbidzayi Marodza, Section 68(1), 1 May 2023

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

Marieke McPhail, Section 68(1), 1 May 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Rashelle Pre, Section 68(1), 1 May 2023

**Registered Nurse Level 4.2 \$140,121**

Nilly Ran, Section 68(1), 4 May 2023

**Enrolled Nurse Level 1 \$65,934 - \$70,443**

Brian Shelvey, Section 68(1), 1 May 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

CELINE TERUPO, Section 68(1), 13 April 2023

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Charissa Wright, Section 68(1), 24 April 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Heidi Young, Section 68(1), 1 May 2023

### **Canberra Institute of Technology**

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Nigal Johnson, Section 68(1), 29 April 2023

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Sukholuhle Locke, Section 68(1), 1 May 2023

**General Service Officer Level 9 \$79,105 - \$89,398**

Andrew McCarthy, Section 68(1), 1 May 2023

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

**Senior Officer Grade A \$157,201**

Andrew Mann, Section 68(1), 26 April 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Hasintha Matara Badalge, Section 68(1), 1 May 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Yue Zeng, Section 68(1), 1 May 2023

### **Community Services**

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Joshua Koske, Section 68(1), 26 April 2023

**Child and Youth Protection Professional Level 5 \$142,095 - \$159,543**

Trent Wells, Section 68(1), 2 May 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Cherie Willett, Section 68(1), 1 May 2023

### **Director of Public Prosecutions**

**Paralegal Grade 2 \$70,403 - \$76,255**

Paris Alexander, Section 68(1), 26 April 2023

**Paralegal Grade 2 \$70,403 - \$76,255**

Daniel Bamber, Section 68(1), 26 April 2023

**Prosecutor Associate \$76,255 - \$78,591**

Jack Hill, Section 68(1), 1 May 2023

**Education**

**School Leader C \$132,293**

Abigail Arora: 84891946, Section 68(1), 27 April 2023

**Classroom Teacher \$76,575 - \$114,624**

Shirley White: 87266978, Section 68(1), 27 April 2023

**Classroom Teacher \$76,575 - \$114,624**

Helen Klein: 87266599, Section 68(1), 11 May 2023

**Classroom Teacher \$76,575 - \$114,624**

Christopher Main: 88316447, Section 68(1), 22 May 2023

**Classroom Teacher \$76,575 - \$114,624**

Robert Farrell: 87646639, Section 68(1), 1 May 2023

**Classroom Teacher \$76,575 - \$114,624**

Matthew Smith: 88317263, Section 68(1), 22 May 2023

**Classroom Teacher \$76,575 - \$114,624**

Marcelle De Almeida: 87897067, Section 68(1), 16 March 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Shabrana Ali: 86563700, Section 68(1), 20 April 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Josephine Barac: 86280399, Section 68(1), 27 April 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Rodelita Bailey: 87004804, Section 68(1), 27 April 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Shabrana Ali, Section 68(1), 20 April 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Anthea Staats, Section 68(1), 26 April 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Penelope Vanzwol, Section 68(1), 20 April 2023

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Tracey Clarke, Section 68(1), 4 May 2023

**Justice and Community Safety**

**Government Solicitor 1 \$80,822 - \$121,026**

Melanie Blair, Section 68(1), 1 May 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Jordan Matthews, Section 68(1), 1 May 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Emma Sitauti, Section 68(1), 1 May 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Rena Taylor, Section 68(1), 2 May 2023

**Suburban Land Agency**

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Brandon Kim, Section 68(1), 28 April 2023

**Transport Canberra and City Services**

**Infrastructure Officer 3 \$115,193 - \$126,450**

Joshua Craig, Section 68(1), 1 May 2023

**Bus Operator - Training \$74,582**

Calum Graham, Section 68(1), 1 May 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Tracey Johnston, Section 68(1), 28 April 2023

## **TRANSFERS**

### **Canberra Health Services**

#### **Sarah Gosper**

From: Health Professional Level 4 \$114,928  
Canberra Health Services  
To: Health Professional Level 4 \$114,928 - \$123,710  
Canberra Health Services, Canberra (PN. 13479) (Gazetted 9 March 2023)

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

#### **Jennifer Cashmore**

From: Senior Officer Grade C \$123,710  
Transport Canberra and City Services  
To: Senior Information Technology Officer Grade C \$114,928 - \$123,710  
Chief Minister, Treasury and Economic Development, Canberra (PN. 00923) (Gazetted 7 October 2022)

#### **Joshua Rae**

From: Administrative Services Officer Class 6 \$100,714  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Chief Minister, Treasury and Economic Development, Canberra (PN. 59353) (Gazetted 2 March 2023)

#### **Andrew Wright**

From: \$91,315 - \$104,509  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Chief Minister, Treasury and Economic Development, Canberra (PN. 48709) (Gazetted 22 February 2023)

### **Education**

#### **Nicole Mengel**

From: \$76,575 - \$114,624  
Education  
To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Education, Canberra (PN. 41833) (Gazetted 8 February 2023)

## **PROMOTIONS**

### **ACT Health**

#### **Policy, Partnerships and Programs**

##### **Data Analytics Branch**

##### **Health System and Services Data**

##### **Kali Aiesi**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 61461) (Gazetted 11 July 2022)

#### **Policy, Partnerships and Programs**

##### **Health Policy and Strategy Branch**

##### **Social Policy**

##### **Simone Woods**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 59236) (Gazetted 17 November 2022)

### **Canberra Health Services**

#### **Clinical Services**

##### **Medicine**

##### **Timothy Bool**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 44405) (Gazetted 7 March 2023)

#### **CHS Clinical Services**

##### **Chief Operating Officer**

##### **Phyo Courtis**

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Health Professional Level 5 \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 60588) (Gazetted 8 March 2023)

#### **Medical Services**

##### **Pathology**

##### **Hong Ming Huang**

From: Technical Officer Level 1 \$62,599 - \$65,631

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. 30569) (Gazetted 21 February 2023)

#### **Clinical Services**

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

##### **Elizabeth Huxley**

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 17951) (Gazetted 9 March 2023)

**Cheryl Langbein**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 28536) (Gazetted 15 February 2023)

**Ingrid Mahony**

From: Health Professional Level 2 \$70,679 - \$97,028

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. 41199) (Gazetted 16 March 2023)

**Suvekshya Ranabhat**

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. 60378) (Gazetted 15 February 2023)

**Sarah Seckold-Mcintyre**

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 51819) (Gazetted 7 March 2023)

**Jasmin van Dijk**

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 28948) (Gazetted 9 February 2023)

**Surgery**

**Surgical Services**

**Roseanna Wallace**

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. 60869) (Gazetted 24 January 2023)

**Melissa Watson**

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 61490) (Gazetted 14 February 2023)

**Saba Younis**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 60172) (Gazetted 6 March 2023)

**Canberra Institute of Technology**

**Education and Training Services**

**Student Services/Information and Recognition**

**Cathy Cooke**

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. 57233) (Gazetted 16 February 2023)

**Chief Minister, Treasury and Economic Development**

**Treasury**

**Budget, Procurement, Infrastructure and Finance**

**Procurement ACT**

Lara Widdup: 87544579

From: Administration Service Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Administrative Service Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN:01404) (Gazetted 02/03/2023)

**Office of Industrial Relations and Workforce Strategy**

**Workforce Capability and Governance**

**Industrial Relations and Public Sector Employment**

**Sarah Angus**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 61472) (Gazetted 8 February 2023)

**Access Canberra**

**Strategy and Planning**

**Business and Regulatory Reform and Design**

**Alinta Bronotte**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 55661) (Gazetted 12 January 2023)

**Office of Industrial Relations and Workforce Strategy**

**Professional Standards Unit**

**Graham Callinan**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 08531) (Gazetted 16 January 2023)

**Revenue Management Group**

**Business Systems**

**Alam Kazi**

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 60685) (Gazetted 22 February 2023)

## **Community Services**

### **Office of the Director-General Regulation, Assurance and Quality Will Constantine**

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728  
Community Services  
To: †Senior Officer Grade A \$157,201  
Community Services, Canberra (PN. 11519) (Gazetted 16 February 2023)

### **Housing ACT Client Services Tenant Experience and Gateway Services Kundai Mutambara**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Community Services  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Community Services, Canberra (PN. 43516) (Gazetted 29 November 2022)

### **Housing ACT Client Services Tenant Experience and Gateway Services Ifeoma Obilo**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Community Services  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Community Services, Canberra (PN. 09065) (Gazetted 29 November 2022)

### **Housing ACT Client Services Tenant Experience and Gateway Services Amanda Shore KC**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Community Services  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Community Services, Canberra (PN. 26802) (Gazetted 29 November 2022)

### **Housing ACT Client Services Tenant Experience and Gateway Services Timothy Sterrett**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Community Services  
To: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Community Services, Canberra (PN. 20274) (Gazetted 29 November 2023)

## **Education**

### **Business Services People and Performance Recruitment Zoe Butt**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566  
Education  
To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 33555) (Gazetted 2 November 2022)

**School Improvement**

**South Weston**

**Canberra College**

**Claire Clode**

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 60885) (Gazetted 8 March 2023)

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.

**School Performance and Improvement**

**Robert Harriden**

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 33604) (Gazetted 1 March 2023)

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.

**School Performance and Improvement**

**North/Gungahlin**

**Harrison School**

**Jack Lewis**

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 50039) (Gazetted 24 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.

**Service Design & Delivery**

**Universal School Support**

**Inclusion Programs Coordinator**

**Shane Schembri**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 58033) (Gazetted 13 July 2023)

**School Performance and Improvement**

**Belconnen Network**

**Mt Rogers Primary School**

**Bronwyn Stone**

From: School Assistant 2 \$51,548 - \$56,919

Education

To: †School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 35866) (Gazetted 16 February 2023)

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.

**Justice and Community Safety**

**Emergency Services**

**Elliot Brown**

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 44084) (Gazetted 25 February 2021)

Direct Promotion under ACT Ambulance Service Agreement 2021-2022 under R1.2.

**Office of the Chief Operating Officer**

**Finance, Information and Assets**

**Business Services & Sustainability**

**Sylvia Webb**

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 53740) (Gazetted 26 June 2023)

**Major Projects Canberra**

**Infrastructure Delivery Partners**

**Social Project Management**

**Robin Abraham**

From: Infrastructure Officer 3 \$115,193 - \$126,450

Major Projects Canberra

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Major Projects Canberra, Canberra (PN. 39950) (Gazetted 7 March 2023)

## **CORRIGENDA**

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

Permanent appointment for Tracey Clarke gazetted 20 April 2023, date of effect should be 04/05/2023.