



ACT Government Gazette

Gazetted Notices for the week beginning 08 June 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>

Population Health Division

Programs and Promotions Branch

Health Promotion and Grants

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 27112, several)

Gazetted: 08 June 2023

Closing Date: 26 June 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Promotions and Programs Branch is seeking a Project Officer to fill a permanent position in the branch. In addition, this selection process may be used to fill other temporary positions, with the possibility of permanency. The Promotion and Programs Branch manages all divisional programs and undertakes the implementation of Divisional strategies and action plans, including health promotion and behavioural change initiatives and activities. The Health Promotion and Grants section initiates and manages programs and initiatives that aim to improve the health and wellbeing of the ACT population.

The Division is seeking applications from highly motivated individuals, who will work under the direction of senior Health Promotion and Grants staff to undertake high-level project and program work. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to work in a team to drive projects from conception through to delivery and evaluation. We are looking for a proactive and passionate people who can work in a team to deliver projects and programs that align with the ACT government's health promotion priorities.

Under direction, the role will assist in research tasks, program implementation, program evaluation and/or implementation of the ACT Health Promotion Grants Program. The position will also support planning processes to respond to emerging health issues and priorities, prepare draft correspondence and communication materials, and work collaboratively with stakeholders.

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

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

How to Apply: Please submit a written application 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: Mark Tournier (02) 5124 6905 Mark.Tournier@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.

Canberra Health Services

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

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

Infrastructure & Health Support Services (IHSS)

Capital Project Delivery

Project Manager

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 61728 - 02B9N)

Gazetted: 09 June 2023

Closing Date: 7 July 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

The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Project Manager role will report to the Senior Project Manager, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with infrastructure delivery partners, Major Projects Canberra.

The Project Manager will be responsible for managing a number of major CHS projects, ensuring that they are delivered on time and within budget, whilst minimising impacts to clinical services from operating within a live hospital environment. This will include a range of construction projects involving demolition works, construction of new buildings and refurbishments of existing buildings. A key element will be engaging with internal and external stakeholders and managing stakeholders expectations to deliver agreed project outcomes.

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 be someone who thrives on working in a fast-paced, stimulating and results-orientated environment. You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes. You will also have a demonstrated track record of working in a 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.

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

Have strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders;

Be able to respond to and prioritise competing and often urgent requests in a calm and efficient manner, while maintaining high work standards and accuracy; and

Have a commitment to achieving positive outcomes for clients and the CHS organisation.

Position Requirements/Qualifications:

Mandatory

Relevant profession qualifications in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

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

Desirable

General Construction Induction Card (White Card) for working on a construction site.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available immediately for two years with the possibility of extension and/or permanency.

Contact Officer: Owen Hughes 5124 8732 owen.hughes@act.gov.au

Clinical Services

Surgery

Peri-operative Unit

Peri-operative Unit - Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 34069, several - 02B7Y)

Gazetted: 08 June 2023

Closing Date: 6 July 2023

Details: Canberra Health Services (CHS) is undergoing massive growth, and we want you to be a part of our team! Work with the latest technology and facilities, with the new Critical Services Building due for completion in 2024.

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

Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills.

What can we offer you:

Highly competitive pay rates.

Excellent working conditions within a tertiary teaching hospital.

Salary Packaging, with many options that provide full fringe benefits tax concessions.

We will work with you to support optimal work-life balance.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates, subject to the hiring managers approval.

Discounted gym memberships.

Scholarships for education support.

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click Lifestyle | Canberra to find out more about why you should live and work in Canberra.

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POSITION OVERVIEW

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

Registered Nurses are members of the multidisciplinary team and have a key role in caring for patients at engaging in surgical services at CHS.

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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.

Strong communication and interpersonal skills.

Position Requirements/Qualifications:

- Registered 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.

Note: These are temporary positions available immediately for six to 12 months, with the possibility of extension and/or permanency.

Contact Officer: Ben Lollback (02) 5124 2765 Ben.Lollback@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS)

Allied Health Assistant

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 58995 - 02AQS)

Gazetted: 08 June 2023

Closing Date: 15 June 2023

Details: POSITION OVERVIEW

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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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes.

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis. The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will undertake joint assessments with clinicians and support clinically managed children and young people with mental health difficulties, link in with resource systems and facilitate group work.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community.

All roles within CAMHS require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

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

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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:

Mandatory:

- Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification).
- Registration under the ACT Working with Vulnerable People Act 2011.
- A minimum of 24 months experience in a related/relevant organisation/service.
- 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:

- Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

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

Note:

The successful candidate will be required to:

- Be available to work within all program areas of CAMHS as service needs arise.
- This position is a casual AHA 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: Simone Clarke 5124 1407 simone.clarke@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Child and Adolescent Mental Health services

Specialist Youth Mental Health outreach Services-Clinical Manager

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 38020 - 02B7N)

Gazetted: 08 June 2023

Closing Date: 22 June 2023

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

The Specialist Youth Mental Health Outreach (SYMHO) team provides support and treatment to young people aged 14-25 who are experiencing psychosis or at ultra-high risk of developing psychosis.

Under the direction of the Manager of CAMHS SYMHO, the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young

people at high risk of developing serious, long term mental illness. Health Professional Officer within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. 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

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

Commitment to achieving positive outcomes for young people and their families and carers.

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

Position Requirements/Qualifications:

For Occupational Therapy –

Mandatory:

- Be registered or eligible for registration with Occupation Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience
- Current Driver's license.

For Psychology –

Mandatory:

- Be registered (or be eligible for general registration) as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience
- Current Driver's license.

Highly Desirable:

- Approved (or eligible for approval) as a Supervisor and/or Secondary Supervisor for 4 +2 Internship Programs by the Psychology Board of Australia, incl. Higher Degree Students.

For Social Work –

Mandatory:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the ACT Working with Vulnerable People Act 2011
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.
- Current Driver's license.

for all disciplines:

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

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

Highly desirable:

- Previous experience working in mental health sector, post qualification.
- Previous experience working with young people.

Prior to commencement successful candidates will be required to:

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

Undergo reference checks.

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

Undergo a pre-employment National Police Check.

be available to work a rotating roster to include weekends and Public Holidays.

Appointment to the position may be based on written application and referee reports only.

Contact Officer: Deepa Ambalakunnil 51243133 deepa.ambalakunnil@act.gov.au

Office of the Chief Operating Officer

Patient Navigation

Paediatric Liaison Officer

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 58529 - 02B82)

Gazetted: 08 June 2023

Closing Date: 22 June 2023

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The Paediatric Liaison and Navigation Service is a new service which has been established to

- improve the coordination of care and outcomes for children with chronic complex health care needs and
- support families to navigate the complexities of shared care with interstate hospital and health services.

There will be a staged implementation of this service with the initial focus on improving the coordination of care for children accessing care in the ACT as inpatients and outpatients as well as specialist paediatric care interstate.

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

The service will sit within the CHS, Central Intake Team (CHI) with the role reporting to the CNC of CHI. The role will provide a central point of intake for families seeking information and navigation help for child and adolescent health services. It will champion the role of this service and actively advocate and educate colleagues and other services about the needs of consumers for navigational support.

This role will work closely with the Paediatric Care Navigator positions to assist in the support, advocacy, system navigation and connection with appropriate services.

This unique role is an opportunity to build relationships with families and children, and with diverse acute and community services, to anticipate and reduce the challenges that children and young people with complex chronic health needs, and their families, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when families and children need it, so that they can navigate the complexities of their care.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills, resilience, tenacity, and a willingness to problem-solve and advocate with and for children and families.

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

3. The ability to listen to, connect with, build rapport and understand the clinical and psychosocial needs of children, adolescents and their families with complex presentations

4. Confidence, flexibility and good judgement to contribute to the ongoing design of an evolving innovative service, as a member of a team.

Position Requirements/Qualifications:

Mandatory

- Relevant registered nurse qualifications and a minimum of 2 years' experience working professionally in paediatric acute and/or primary health.
- 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:

- Experience in providing or coordinating care across acute and primary care settings
- Tertiary level qualification OR Post Graduate course work or study.
- Experience which provides insight into the consumer perspectives of families managing complex ongoing healthcare for children.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Experience contributing to the design of innovative person and/or family-centred health services

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.

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

Contact Officer: Phyo Courtis 0402 087 474 phyo.courtis@act.gov.au

Nursing & Midwifery and Patient Support Services

Nursing

Nursing & Midwifery and Patient Support Services - Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 32303 - 02B80)

Gazetted: 08 June 2023

Closing Date: 22 June 2023

Details: Are you an experienced Registered Nurse seeking a new challenge? Do you have a passion for clinical education and training? The Nursing and Midwifery Resource Office is looking for a Clinical Development Nurse to join their award-winning team. We are seeking applications from candidates that are highly motivated, adaptable and with leadership skills and abilities.

Come work in a growing tertiary hospital that cares for adults and children with acute and chronic health needs.

Successful candidates are provided ongoing education and training opportunities.

What can we offer you:

Competitive pay rates

Excellent working conditions within a tertiary teaching hospital

Salary Packaging with many options that provide full fringe benefits tax concessions

We will work with you to support optimal work life balance

11.5% Superannuation

Discounted gym memberships

Scholarships for education support

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POSITION OVERVIEW

The main priorities of the Clinical Development Nurse is to coordinate education and promote a learning culture within the relief and casual pool of the Nursing and Midwifery Resource Office (NMRO). You will collaborate and liaise with educators in other clinical areas to assess training and education needs to enable staff to work across a multitude of areas. The successful applicant will have an understanding of the principles of acute care nursing and adult learning.

ABOUT YOU

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Personal Attributes:

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

Highly organised and motivated.

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

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

Excellent interpersonal and communication skills.

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.

Understand 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](#).

Mandatory:

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

Minimum of 5 years of clinical experience.

Be an approved train the trainer.

Desirable:

Post graduate qualifications in nursing, education or related field.

Recent relevant experience in education.

Current driver's licence.

Please note 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: Tracy Morton 02 5124 3178 tracy.morton@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Child and Adolescent Mental Health Services

Child and Adolescent Psychiatrist, Specialist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 61690 - 02B47)

Gazetted: 08 June 2023

Closing Date: 27 June 2023

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POSITION OVERVIEW

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Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Child and Adolescent Mental Health Services are a specialist inpatient and community based mental health assessment and treatment services for children and adolescents experiencing moderate to severe mental illness/disorder with significant functional impairment, associated complex needs and risk. Services include;

CAMHS Hospital Liaison Team

CAMHS Community teams

Specialist Youth Mental Health Outreach (SYMHO)

Adolescent Mental Health Outreach Service (AMOS)

Perinatal and Infant Mental Health Services (PIMHS)

Adolescent Intensive Home Treatment Team (AIHTT)

Eating Disorders Program

Child and Adolescent Unit (CAU)

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 Child and Adolescent Mental Health, and high-level skills relevant to both inpatient and community 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 may be considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital & 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

DUTIES

Under limited direction of the Clinical Director, you will have specialist experience in Child and Adolescent Psychiatry and high-level skills relevant to both inpatient and community services, you will:

Provide direct psychiatric services in a variety of settings.

Teach and supervise psychiatry trainees and medical students.

Provide high level clinical leadership to multi-disciplinary teams and in particular:

Provide expert opinion and consultation on clinical work;

Participate in the develop, implementation and ongoing review of the recovery plans for persons using the service.

4. Liaise and collaborate with medical practitioner, consumers, carers, voluntary and government and

5. non-government agencies concerned with patients care.

6. Participation in administration and clinical governance activities and the after-hours roster as required.

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

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

ABOUT YOU

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

Behavioural Capabilities

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

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

Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties; and

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

POSITION REQUIREMENTS/QUALIFICATIONS:

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

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 Psychiatrists (RANZCP) or an equivalent higher specialist qualification, and evidence of satisfactory participation on the RANZCP. Continuing Professional Development Program is mandatory.

Has completed the relevant Certificate of Advanced Training in Child and Adolescent Psychiatry and/or a minimum of two years' experience working professionally in Child and Adolescent Psychiatry.

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.

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.

Current driver licence is preferred.

Knowledge of the *Mental Health Act 2015* and other related legislation.

The successful applicant will have the option to participate in the ECT roster, pending training and qualifications.

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Jenae Smith 0403 084 089 Jenae.Smith@act.gov.au

Clinical Services

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

Child and Adolescent Mental Health Services (CAMHS)

Clinical Manager

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 17612, several - 02AGD)

Gazetted: 09 June 2023

Closing Date: 23 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

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 and Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework to children and Young People up to the age of 18.

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

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

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, 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:

Mandatory:

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

A current driver's Licence.

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 one year paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's licence.

For Psychology:

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

Applicants must have a minimum of 1 year paid work experience, 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 one year paid work experience, 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 licence.

For All:

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Highly desirable for all disciplines:

- Experience in working with children and young people with mental illness and their families.
- 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)
- Comply with ACT Health credentialing and scope of clinical practice requirements.

Note: The successful candidate will be required to:

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

This is a Temporary 11.5 month, full time position within the CAMHS community teams.

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: Kirsten Stafford 0402 479 014 Kirsten.Stafford@act.gov.au

Cancer and Ambulatory Support

Walk-in Centres

Clinical Nurse Educator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 44806 - 02BB0)

Gazetted: 09 June 2023

Closing Date: 23 June 2023

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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The Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription and the Walk in Centres

The Walk in Centre's are a primary health service with Advanced Practice Nurses and Nurse Practitioners that provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by protocols, medication standing orders and clinical decision making.

The successful applicant will work collaboratively and report directly to the Assistant Director of Nursing. The role is to provide clinical leadership, mentoring and teaching to staff at the ACT Walk-in Centre's and includes stakeholder interactions and skill-based teaching and assessments.

This is a composite role with some direct service provision to retain skill and meet roster requirements.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive and ability to critically think

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

Position Requirements/Qualifications:

Mandatory

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

Minimum of 5 years' experience working professionally as a Registered Nurse is preferred.

Desirable is to be progressing towards a post graduate qualification in education, such as a Certificate 1V in Education and Assessment, management or in a relevant clinical specialty.

Relevant experience in the Walk in Centre and primary health environments.

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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.

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

Undergo a pre-employment National Police Check.

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

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

Note: This is a part-time permanent position available at 24 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Anne Douglas 0434945109 Anne.Douglas@act.gov.au

Allied Health

Allied Health Clinical Education Unit

Allied Health Clinical Educator

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 28558 - 02B80)

Gazetted: 09 June 2023

Closing Date: 30 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

The Office of the Executive Director Allied Health (EDAH), CHS provides professional and strategic leadership, for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery and representing the territory on relevant national forums.

The Allied Health Clinical Education Unit (AHCEU) is in the Division of Allied Health and is based at Canberra Hospital. This position is located in the AHCEU and reports directly to the Allied Health Clinical Education Co-ordinator. The Allied Health Clinical Educator position provides support for clinical education and supervision support for allied health students and staff, and assists with facilitating and promoting interprofessional clinical education activities, and leads AH workforce projects where appropriate. The position will also take line management responsibility where appropriate for some staff within the AHCEU.

This position is for an experienced clinician who leads with commitment, is able to create solutions, demonstrates agility, communicates effectively, collaborates with purpose and is accountable for quality outcomes. Key areas of practice include:

The promotion of positive client outcomes through the provision of high quality, evidence-based clinical education, and contribution to research.

Providing leadership and making a significant contribution to the training and mentoring of staff and students' in/across designated areas or units as part of a multidisciplinary team.

Providing a consultative role across allied health and contribute to interprofessional education.

Lead key initiatives aimed at developing innovative programs of education for students, graduates and staff.

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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 communicate and collaborate effectively across the allied health and broader health workforce.

Critical thinking with the ability to synthesise information from a variety of sources.

Position Requirements/Qualifications:

Mandatory

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) in an allied health profession.

OR, where from a non-registered allied health profession, eligibility for membership of the appropriate professional organisation

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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.

Desirable

Experience and/or qualifications in health-related education, clinical supervision, research and/or evaluation.

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.

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

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

Contact Officer: Rowan McIntyre 0251243058 Rowan.Mcintyre@act.gov.au

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

Director of Allied Health

Clinical Lead

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 52987 - 02B7Z)

Gazetted: 08 June 2023

Closing Date: 22 June 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

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website: www.canberrahealthservices.act.gov.au

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

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

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

The Adult Acute Mental Health Services (AAMHS) covers AMHU which is acute 40 bed inpatient unit for people experiencing moderate to severe mental illness, ward 12 B which will be a 10 bed low dependency unit for people suffering moderate mental illness and MHSSU which is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

AAMHS is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key community services.

The AAMHS Allied Health Clinical Lead plays a vital role in evaluating and improving the quality of the therapeutic interventions provided within the recovery focused therapeutic group program which is run by different allied health disciplines within the various adult mental health inpatient units. In collaboration with staff and the Allied Health Manager the Clinical Lead plays a central role in the development of the AAMHS therapeutic group program, and the collection of data from the program. The Clinical Lead also provides supervision, leadership and professional development to the AAMHS staff and supports the clinical and operational governance of the team. The AAMHS is located at the Canberra Hospital.

ABOUT YOU

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Behavioural Capabilities

Ability to guide team members in a collaborative and influential manner.

Ability to synthesise and analyse complex clinical information and make decisions.

Display critical thinking skills and form defensible conclusions based on evidence and sound judgment.

Position Requirements/Qualifications:

Tertiary qualifications in a relevant, recovery focused, therapeutic allied health profession and a minimum of three - five years post-qualification experience in a relevant clinical area and of supervising staff is preferred.

- 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 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.
- 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)

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

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

Contact Officer: Rosy Winter 5124 1768 rosy.winter@act.gov.au

Chief Executive Officer

Deputy Chief Executive Officer - Strategy and Governance

Risk Management

Risk Management and Legislative Compliance Coordinator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45768 - 02AKZ)

Gazetted: 08 June 2023

Closing Date: 15 June 2023

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

The Risk Management and Legislative Compliance Coordinator works as part of a small and dedicated team supporting risk management, medical device and pharmaceutical product recalls coordination, and legislative delegation and compliance process within Canberra Health Services. You will play a key role in risk management by monitoring legislative compliance and assuring legislative delegations are being exercised in accordance with the

Legislation Act 2001. This role will also be working to implement the iDelegate system, a system used across the ACT Public Service, to provide employees with greater visibility of their legislative delegations. You will report to the Director, Risk Management.

ABOUT YOU

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Behavioural Capabilities

Self-motivated, with an ability to demonstrate initiative.

Ability to think strategically and influence others in accommodating change.

Adaptability and flexibility to deal with quickly changing work environments.

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

Clinical background and experience in a health setting desirable

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Sharon Sheather (02) 5124 9551 sharon.sheather@act.gov.au

Chief Executive Officer

Medical Services

Pharmacy

Pharmacy Technician

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 61382, several - 02B3X)

Gazetted: 08 June 2023

Closing Date: 20 June 2023

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About Pharmacy

Pharmacy sits within the Medical Services Group which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOS CETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff. The department provides a range of clinical services to inpatients and outpatients including several specialised services. The team are focussed on improving the quality use of medicines.

The pharmacy dispensary team consists of pharmacy technicians and pharmacists. Together the dispensary team provides inpatient, discharge, and outpatient services to patients of Canberra Hospital, Canberra Health community health centres and community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services. The dispensary service works closely

with the clinical pharmacy team to dispense approximately 800 prescriptions per day following clinical review for safety and appropriateness by clinical pharmacists.

Position summary

The role of a pharmacy technician is to participate as an active member of the pharmacy team to promote and provide exceptional patient care by ensuring the safe, efficient, and cost-effective distribution of pharmaceuticals in CHS while working alongside and under the supervision of a registered pharmacist.

The Canberra Health Services Pharmacy provides medicines and medicines related services to all areas of the health service including The Canberra Hospital and University of Canberra Hospital.

Pharmacy Technicians play an integral role in the operations of the pharmacy. Under the general supervision of a registered pharmacist, technicians are key to running our medicines distribution, pharmacy dispensary, sterile, cytotoxic and non-sterile compounding services and support the supply of medicines to Walk in Centres and other clinics.

Canberra Health Services is supportive of continued growth in the Pharmacy Technician workforce and has implemented advanced roles including Pharmacy Accuracy Checking Technicians. We will continue to seek ways in which we can best develop our team to work in new roles that improve medicines use.

This is a great opportunity for the right person to join our team and start planning the advancement of their career as a Pharmacy Technician.

ABOUT YOU

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Behavioural Capabilities

Attention to detail.

Self-motivated and enthusiastic

Excellent communication skills

Position Requirements / Qualifications

MANDATORY

- Certificate III in Hospital and Health Services Pharmacy Support qualifications or Certificate IV in Community Pharmacy Dispensary.
- 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

- Professional membership with Society of Hospital Pharmacists of Australia (SHPA).
- 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: Daniel Lalor (02) 5124 8623 daniel.lalor@act.gov.au

Infrastructure Management and Maintenance

Infrastructure and Health Support Services (IHSS)

Capital Project Delivery

Senior Project Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 61697, several - 02B4E)

Gazetted: 14 June 2023

Closing Date: 23 June 2023

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website: www.canberrahealthservices.act.gov.au

The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Senior Project Manager role will report to the Project Director, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with infrastructure delivery partners, Major Projects Canberra.

The Senior Project Manager will be responsible for managing a number of major CHS projects, ensuring that they are delivered on time and within budget, whilst minimising impacts to clinical services from operating within a live hospital environment. This will include a range of construction projects involving demolition works, construction of new buildings and refurbishments or existing buildings. A key element will be engaging with internal and external stakeholders and managing stakeholder expectations to deliver agreed project outcomes.

ABOUT YOU

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

Behavioural Capabilities

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

Flexible, adaptable and comfortable with a changing working environment.

Strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders.

Able to respond to and prioritise competing and often urgent requests in a calm and efficient manner, while maintaining high work standards and accuracy.

Commitment to achieving positive outcomes for clients and the CHS organisation.

Position Requirements / Qualifications

MANDATORY

Relevant profession qualifications 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.

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

General Construction Induction Card (White Card) for working on a construction site.

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.

Note: These are temporary positions available immediately for two years with the possibility of extension and/or permanency.

Contact Officer: Owen Hughes (02) 5124 8732 owen.hughes@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services (RACS)

Client Support Services

NDIS Allied Health Project Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 54214 - 02BBY)

Gazetted: 09 June 2023

Closing Date: 23 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

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website: www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, 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. The CHS NDIS project team will be based at Village Creek Centre Kambah with requirements to work across other CHS sites as needed.

The NDIS Allied Health Project officer position provides leadership of quality improvement projects aimed at improving client support and management in relation to NDIS and the health service interface. The positions will be responsible for scoping, developing, coordinating and delivering on projects aimed to improve NDIS client management across CHS care continuum in both community and inpatient settings. The roles will work as part of the CHS NDIS Project Team which includes nursing, Allied Health and administrative service colleagues. The role also has a key role in collaboration with services across CHS and the NDIA, under the broad guidance and support of the CHS NDIS Lead.

RACS NDIS Support Unit is looking for a dynamic and motivated HP3 who is keen to take on the leadership of quality projects designed to ensure optimal support and management for NDIS participants who access CHS services.

The position works closely with the NDIS support Unit and Allied Health teams across CHS' care continuum. The role also maintains an optimal working relationship with the NDIA and works with all of these teams to optimise processes within the NDIS and CHS interface.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills, including being able to simultaneously manage and prioritise issues, with a high degree of drive.

Excellent interpersonal skills and the ability to develop and maintain relationships within the team, across Canberra Health Services and relevant external stakeholders while demonstrating leadership.

Flexibility and adaptability to accommodate change to provide responsive services with an innovative approach.

Position Requirements/Qualifications:

Tertiary qualifications (or equivalent) in an Allied Health discipline.

Hold registration with the Australian Health Practitioner Regulation Agency (AHPRA) or be registered under the Working for Vulnerable People Act, as required for your profession.

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.

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

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

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available immediately for 8.5 months with the possibility of extension and/or permanency.

Contact Officer: Michelle Bennett (02) 5124 0213 michelle.bennett@act.gov.au

Clinical Services

Medicine

Ward 9A

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 24065 - 02BAF)

Gazetted: 09 June 2023

Closing Date: 23 June 2023

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Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Ward 9A is a busy 24-bed ward offering inpatient care to patients admitted with medical conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team of the Medical Services and Division of Medicine and coordinate education and promote a learning culture within the Ward 9A.

ABOUT YOU

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Behavioural Capabilities

Highly organised and motivated.

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

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

Excellent interpersonal and communication skills.

Position Requirements/Qualifications:

MANDATORY

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

Three years post graduate experience.

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

Certificate IV in Training and Assessment

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Joyce Kim (02) 5124 3648 Joyce.Kim@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS)

Clinical Manager

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 29031 - 02B4M)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

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POSITION OVERVIEW

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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 & Older Persons Mental Health Services
- Adult Inpatient Mental Health Services
- Alcohol & Drug Services (ADS)
- Child & Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework to children and Young People up to the age of 18.

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

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

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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:

Mandatory:

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

A current Driver's Licence.

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 1 year paid work experience, 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 1 year paid work experience, 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 1 year paid work experience, 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.

For All:

- 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 with mental illness.
- 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 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.

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

Contact Officer: Simone Clarke 5124 1407 Simone.Clarke@act.gov.au

Infrastructure Management and Maintenance

Infrastructure and Health Support Services (IHSS)

Capital Project Delivery

Assistant Director, Clinical Liaison

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60079 - 02B9Z)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

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

Our Values: Reliable, Progressive, Respectful and Kind.

POSITION OVERVIEW

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The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Assistant Director, Clinical Liaison role will report to the Director, Clinical Liaison, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with the relevant clinical executive, clinical staff and the project team, including infrastructure delivery partners, Major Projects Canberra.

The Assistant Director, Clinical Liaison will be responsible for coordination of clinical engagement and development of clinical requirements for major infrastructure projects. This will include supporting a range of infrastructure projects to enhance clinical services that involve demolition works, construction of new buildings and refurbishments or existing buildings. A key element will be engaging with internal and external stakeholders, managing stakeholder expectations to ensure agreed project outcomes, and supporting project delivery with minimal impacts in a live hospital environment.

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:

Flexible, adaptable and comfortable with a changing working environment.

Strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders.

Able to respond to and prioritise competing and often urgent requests in a calm and efficient manner, while maintaining high work standards and accuracy.

Commitment to achieving positive outcomes for clients and the CHS organisation.

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

Tertiary qualifications in health, management or a related discipline, and experience in a social policy or planning environment are both highly desirable.

Experience in an operating clinical environment, and knowledge of health service and facility planning processes, issues and developments in Australia.

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: This is a temporary position for 24 months with the possibility of extension and/or permanency.

Contact Officer: Claire Wallace 0481 066 981 claire.wallace@act.gov.au

Finance and Business Intelligence

Finance and Business Intelligence

Strategic Finance

Director, Strategic Finance and Capital

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50545 - 02B6L)

Gazetted: 13 June 2023

Closing Date: 20 June 2023

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Our Values: Reliable, Progressive, Respectful and Kind.

OUR BUSINESS

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/>

OUR WORKFORCE

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

We have a dedicated team that covers a diverse range of functions. We are committed to attracting and retaining people with the right skills, knowledge, and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people so that they have the right skills to help us meet our vision and deliver on our mission for the community. We believe in supporting each member of our team to grow their own skills and knowledge which they share with their team and the wider community that makes up the CHS Directorate.

BRANCH OVERVIEW

What we do

Strategic Finance supports the CHS Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and coordination and/or input into the annual budget and estimates functions. We provide financial advice and reporting to the hospital, including activity performance reports and business insights.

The Strategic Finance Team undertake, but are not limited to, the following:

Provision of strategic and operational financial support and advice.

Development and allocation of external budgets (including coordination of the CHS's input into development of the ACT Government's annual budget papers).

Preparation of financial performance reports for management and other key stakeholders.

Accounting for the CHS's assets including accounting and reporting of the capital works program to Treasury to meet internal and external timeframes.

Accounts receivable and payable processing.

Development and maintenance of financial management information systems and processes.

Treasury reporting requirements.

Preparation of the CHS's annual financial statements.

Who we are

We are a diverse, innovative, and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

What we offer

An interesting and fulfilling work in a unique government environment where you can see the impact of you have on the Canberra community. The opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

THE TEAM YOU WILL WORK IN

Strategic Finance provides CHS managers and Executive Members with accurate and timely financial analysis, forecasting, annual financial statements and month end balance sheet reporting through quality financial management advice and support.

As the Director, Strategic Finance, you will primarily be responsible for the financial management of the capital works program and external reporting requirements. Also, you will assist in the successful delivery of financial outcomes and compliant financial operations. This will include assisting in the preparation of the month end reporting, external budgets, and annual financial statements as well as stakeholder management.

WHAT YOU REQUIRE

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.

Skills

Ability to adapt and lead a team in a demanding and changing work environment including developing and motivating staff to achieve quality and timely outcomes.

Highly developed organisational skills with an emphasis on managing competing priorities and deadlines either independently or within a team.

Highly developed interpersonal and written communication skills with a focus on delivering complex information in clear and concise terms for multiple audiences.

Demonstrated experience in delivering agreed business outcomes by taking initiative, setting clear direction, and providing guidance to the team.

Knowledge

Extensive experience in the technical aspects of accounting, budget management, capital works and financial reporting in a public sector context. This includes a strong understanding of, and experience with, interpreting and applying accounting standards, public sector legislation, and financial management best practice.

Demonstrated analytical and problem-solving skills with proven experience in preparing financial reconciliations and using financial information systems and financial reporting tools.

Behaviour

Strong attention to detail and accuracy, particularly with numerical financial information. An innovative, forward-thinker with the ability to readily absorb new information, review data analyses, search for potential issues and present possible solutions.

Excellent critical thinking and analytical and problem resolution skills, particularly experience with understanding financial data and how issues integrate and impact the overall business.

Demonstrated ability to establish and maintain effective and diverse partnerships across business lines through collaboration and positive engagement.

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

Position Requirements/Qualifications:

Highly Desirable:

Tertiary qualifications in accounting and professional membership of CPA / CA or comparable bodies. A minimum of five years' experience in asset/capital works management, reporting, and/or budgeting is essential.

Experience in the application of the ACT Government Capital Management Framework and use of the ACT Government's Project Management and Reporting System (PMARS) or similar frameworks.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Elanor Hughes 0418 6167 21 elanor.hughes@act.gov.au

Division of Medicine

Cardiology

Booking and Scheduling Officer - Outpatient Nursing

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 56900 - 02B8M)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

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POSITION OVERVIEW

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The Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. This position performs booking and scheduling tasks for Cardiology clinics, diagnostic procedures and investigations, Medicare billing and medical record responsibilities and provide general office support as required.

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

ABOUT YOU

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Behavioural Capabilities

High attention to detail

Flexibility with regard to changing priorities

Resilience in a challenging, yet rewarding work 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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Brie Pilicic 51243028 brie.pilicic@act.gov.au

Nursing & Midwifery and Patient Support Services

Patient Support services

Training Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61699 - 02BAZ)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

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POSITION OVERVIEW

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This full-time, temporary position is based in the Canberra Health Services, Division of Nursing & Midwifery, Patient Support Services Unit and provides support for educational, professional, and operational issues affecting

the Wardspersons workforce. The role has strong partnerships with a range of internal stakeholders, including education providers, the ward services workforce, and the wards services management team.

The Patient Support Services Training Coordinator will commence as a project-based role initially which will take a lead role in developing the revised work level standards in collaboration with the Wardspersons workforce and People & Culture. The role will also lead the development of a competency framework in collaboration with the workforce capability unit. This includes the provision of the development coordination, monitoring and evaluation of the education and training within the competency framework developed. This role will also lead the establishment of an onboarding process for new Wardspersons to ensure consistent orientation and training of new Wardspersons.

ABOUT YOU

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Behavioural Capabilities

Excellent communication, coordination and influencing skills

Strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS

Demonstrated aptitude for work in a healthcare environment

Strong organisational skills with a strong work ethic.

Adaptability and flexibility to accommodate change.

Position Requirements/Qualifications:

Relevant Certificate IV in training and assessment qualifications and a minimum of 5 years' experience working professionally in the health industry and preferably experience with Patient Support Services.

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:

Obtain a Compliance Certificate from the Occupational Medicine Unit (OMU) 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 immediately for six months.

Contact Officer: Joanne Keni 0466944537 joanne.keni@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental health Services

Administrative Service Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 23619 - 02BBE)

Gazetted: 13 June 2023

Closing Date: 20 June 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: www.canberrahealthservices.act.gov.au

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.

The CAMHS Administrative Assistant is responsible for the provision of high-level administrative support to the Operational and Clinical Directors of Child and Adolescent Mental Health Services. Other administrative duties relative to the role include preparing a range of written correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. It is expected that in this position you will assist in the strategic and operational processes required for the directors to undertake their role. This includes the provision of high-quality customer service to the consumers and staff of MHJHADS Division.

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 Organisation Skills with a high degree of drive.

Management of confidential and sensitive information.

Adaptability and flexibility to accommodate change and provide responsive services to staff and clients.

Teamwork and ability to work collaboratively as part of a management team

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

Be registered under the Working for Vulnerable People Act.

Hold a current driver's license.

Experience within a health administration area.

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.

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

Note: This is a temporary position available immediately for six months with the possibility of extension and/ or permanency. This position is part-time at 22:03 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Sarah Toohey 5124 6543 Sarah.Toohey@act.gov.au

Surgery

Surgical Services

Resource officer

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 58826, Several - 02B9T)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

Details: POSITION OVERVIEW

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

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist

surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

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

The resource officer report directly to the Resource Manager Perioperative Unit and joins the resource team. This position is responsible at an operational level for the coordination and management of supplies required within Perioperative Services.

ABOUT YOU

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Behavioural Capabilities

Proven experience in a similar nursing role.

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

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

4. Strong communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory

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

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

Desirable

Advanced skill in utilising digital health record.

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.
- 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: Ben Lollback 51243437 ben.lollback@act.gov.au

Allied Health

Psychology

Profession Lead and Manager of Psychology

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 43979 - 02BA7)

Gazetted: 13 June 2023

Closing Date: 27 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

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

An exciting opportunity exists for a Psychologist to lead the friendly and supportive Psychology teams in the Division of Allied Health and Division of Rehabilitation, Aged and Community Services. The team consists of Clinical Neuropsychology and Clinical Psychology positions. Strong relationships with the other Allied Health managers provide collegiate support and advice.

The position will have either a Clinical Psychology or Clinical Neuropsychological caseload, dependent on qualifications, area of expertise and the Psychology Board of Australia's Endorsement and supervision status, in order to maintain clinical services. For Clinical Psychology, common referral questions include those for assessment and treatment of a range of clinical psychological presenting issues across a number of conditions, including depression, anxiety and sleep difficulties. Clinical psychological intervention aims to assist with a number of areas of patient functioning, including return to pre-morbid functions (e.g. return to work) and with day-to-day tasks. For Clinical Neuropsychology, common reasons for referral include safety to return home, determining if patients have emerged from post-traumatic amnesia, suitability to return to work and driving, differential diagnoses of dementia, as well as responding to enquiries and referrals regarding decision making capacity. Regular professional development/peer consultation opportunities exist with cross-divisional Psychology colleagues.

Under the limited supervision of the Director of Allied Health, Acute Allied Health and Director of Allied Health, Rehabilitation Aged and Community Services, the Profession Lead and Manager, Psychology is responsible for the provision of psychology and neuropsychology services including the strategic direction, planning and leadership of the team. The successful applicant will have proven leadership in Allied Health clinical services development, project management, and management of human, financial resources. significant knowledge & skills in contemporary models of health care, clinical governance, quality & safety framework issues and influencing factors in healthcare.

This position is required to work flexibly across services, locations and programs including participating in an after-hours roster, including potential for weekend and public holiday work and on-call duty.

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational skills, with the ability to problem solve within a busy health care environment.
2. Adaptability and flexibility to accommodate and lead change.
3. Effective communication, including active listening skills, and an ability to negotiate.
4. The ability to critically appraise your own performance and that of others.

Position Requirements/Qualifications:

Mandatory

- Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology or Clinical Neuropsychology
- Hold general registration with the Psychology Board of Australia under AHPRA.
- Hold an area of practice endorsement in Clinical Psychology or Clinical Neuropsychology
- Applicants must have a minimum of 5 years post-qualification experience.
- Approved as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology or Clinical Neuropsychology
- 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

- Previous experience leading teams and working within a multidisciplinary team in an acute, rehabilitation, community or aged care 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.

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

Note: This is a temporary position available immediately for 10 months.

Contact Officer: Andrew Slattery 0251245135 andrew.slattery@act.gov.au

Clinical Services

Medicine

Ward 9A

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22414 - 02BAB)

Gazetted: 14 June 2023

Closing Date: 28 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

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

ABOUT YOU

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Behavioural Capabilities

Experienced Medical nurse.

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

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

Position Requirements/Qualifications:

- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum three years post registration experience.
- 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: Joyce Kim (02) 5124 3648 Joyce.Kim@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS)

Child and Adolescent Mental Health Services - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 61521, several - 02B7H)

Gazetted: 08 June 2023

Closing Date: 21 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.

Are you an experienced Registered Nurse seeking a new challenge with a great team and employment benefits?

Canberra Health Services is looking for Registered Nurses Level 2 with Mental Health experience, enthusiasm, and a wide range of skills to join the brand-new Adolescent Mental Health Inpatient unit.

This exciting initiative will see a six-bed Adolescent Mental Health Unit open under the Child and Adolescent Mental Health Services. This is a low dependency mental health unit for young persons aged 12 to 18. It provides patient centred, holistic care and advocacy for adolescents in the ACT and surrounding regions.

Successful candidates will be provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for adolescent patients with a wide range of Mental Health conditions.

What can we offer you:

Competitive pay rates

Excellent working conditions within a tertiary teaching hospital

Salary Packaging with many options that provide full fringe benefits tax concessions

We will work with you to support optimal work life balance

11.5% Superannuation

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

Discounted gym memberships

Scholarships for education support

POSITION OVERVIEW

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 & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

The CAMHS inpatient unit is a 6 bed inpatient unit for CAMHS clients experiencing moderate to severe mental illness. The adolescent mental health inpatient unit is a contemporary evidence based service, providing high quality mental health care guided by the principles of recovery. The service aims to provide collaborative care involving the consumer, their carers, and other key services.

The Safe wards model and interventions is an adaptable program of evidence-based nursing interventions that will be implemented on the unit. Safe ward interventions strengthen existing principles of good nursing practice. The program encourages staff and clients (including carers, family, and support people) to work together to make the ward safer for everyone.

There are a number of permanent full time RN2 positions 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 and provide clinical supervision to RN level 1.

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 LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

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

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.

Demonstrated track record of contributing to a healthy workforce that encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

POSITION REQUIREMENTS / QUALIFICATIONS:

Mandatory:

Tertiary qualifications in Nursing.

Applicants must have a minimum of 2 years paid work experience, post qualification, in a related/relevant mental Health organisation/service.

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:

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.

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

Be Available to undertake shift work within a 7-day rotating roster.

Contact Officer: Sonny Ward 0417478832 Sonny.Ward@act.gov.au

Canberra Institute of Technology

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

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

Executive Director, Education and Training Services

Temporary Vacancy (26 June 2023 to 14 July 2023 with possibility of extension)

Canberra Institute of Technology

Education Services

Position: E1027

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 9 June 2023

The Canberra Institute of Technology (CIT) is a dynamic, connected and diverse tertiary education Institute, which plays a major role in the development of the ACT's future workforce.

CIT is seeking an experienced and innovative Vocational Education and Training professional to fill the role of Executive Director, Education and Training Services.

This position provides a unique opportunity to lead the CIT Education and Training Division in the design and delivery of a suite of student and employer focussed education and training programs and initiatives, aligned to the strategic aspirations and future direction of the Institute.

Reporting directly to the Chief Executive Officer (CEO), you will work closely with the CIT Board and Executive Leadership Team. A major focus of the role will be the integration of leading-edge education design and delivery technologies, facilitated through digitally enabled learning and innovation spaces and teaching methods.

As a highly skilled and collaborative tertiary education leader and manager, you will inspire, energise and positively influence a team of professional staff dedicated to providing a broad range of student engagement and support services and ensuring an increasing number of lifelong learners can study and upskill at CIT.

Importantly, you will be responsible for the Institute's academic program quality, industry relevance and growth and ensure CIT graduates have the skills and knowledge they need to succeed in an ever-changing world. You will have extensive experience in the design and implementation of future focussed education and training strategies and plans, and a strong commitment to ensuring the Institute's quality assurance systems and processes support continuous improvement and comply with regulatory standards.

Your exemplary stakeholder management skills will be demonstrated by your ability to build strategic relationships at the highest levels of government and industry, jobs and skills councils, peak industry bodies, leading ACT businesses and organisations, and other tertiary education institutions.

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 future-focused educational outcomes across the institute.

The ideal candidate will have strong tertiary education leadership and relationship management skills, model a commitment to continual learning, encourage ongoing development and inspire and energise people, drawing on the right skills in a contextually and environmentally appropriate manner. You will model behaviours in accordance with the, CIT Cultural Traits and ACT Public Sector Values.

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 \$325,947 - \$339,001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087.

To apply: Please submit a short expression of interest of no more than one page outlining what you could contribute to this important role, details of two referees and a current curriculum vitae to Jo Andersen via email, JosephineM.Andersen@cit.edu.au by COB Friday 16 June 2023.

Contact Officer: Jo Andersen (02) 6207 9240 JosephineM.Andersen@cit.edu.au

People and Culture

Work Health and Safety

Assistant Director Work Health and Safety

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55270)

Gazetted: 14 June 2023

Closing Date: 28 June 2023

Details: Are you an experienced WHS practitioner looking for your next challenge?

Do you enjoy partnering with multiple teams and imparting your influence and expertise?

CIT has an exciting six-month opportunity to join us.

The CIT Work Health and Safety team is seeking an experienced WHS Professional to join their Leadership team in the position of Assistant Director, Work Health and Safety.

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.

WHAT DO WE WANT?

CIT is seeking an experienced and proactive WHS professional to join our team for a period of six months. The Assistant Director, Work Health and Safety will require an in depth understanding of WHS principles and how to embed their practical application across the institute. The ability to communicate to and influence a range of internal stakeholders, across various industries is a key attribute we are looking for as is the ability to provide sound and practical advice to ensure WHS legislation is met, and best practice protocols are in place.

WHAT WILL YOU DO?

As a member of the Work, Health and Safety Team, the Assistant Director, Work Health and Safety is responsible for partnering with the CIT leadership team and directors to assist them creating and sustaining work safety systems across CIT. Reporting to the Director of Safety and Wellbeing this positions key duties include maintaining and analysing Work health and safety Risk Registers, ensuring CIT policies are aligned with legislative requirements and achieving workable outcomes across the business.

Accountable for WHS projects and reports, the Assistant Director, Work Health and Safety will demonstrate the ability to research and prepare complex WHS proposals, project plans and briefs. Using sound judgement this position will understand when it is appropriate to escalate incidents and emerging issues and apply risk mitigation strategies.

WHAT DO I NEED?

The successful applicant will have demonstrated experience in the implementation of WHS projects, the production of WHS reports such as proposals and briefs and be able to easily disseminate complex documents into practical guide for our managers and teachers. Your in-depth knowledge of WHS principles and their practical application will be demonstrated by your experience in providing workable advice that meets the legislative requirements and business objectives. Your ability to work autonomously and with a sense of urgency will be highly valued as will your customer service skills and ability to manage multiple priorities.

Eligibility/Other Requirements: A Certificate IV in Work Health and Safety or associated qualification is highly desirable.

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

How to apply: Please provide a two page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply now Button below.

Contact Officer: Harry Korres 0478417173 Harry.Korres@cit.edu.au

Corporate Services

Data and Digitalisation

Office of the Chief Information Officer

Director - Program Management Office

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59116)

Gazetted: 14 June 2023

Closing Date: 28 June 2023

Details: As a national leader in Vocational Education and Training (VET) Canberra Institute Technology is undertaking unprecedented transformation across four overarching strategic directions:

Leading Change - raising our ambitions to meet new expectations

Growing Our Region's Economy - supporting jobs, economic resilience, and future prosperity

Advancing Canberra's Workforce – adapting our courses and means of delivery to provide skills for the future

Transforming Our Business - investing in CIT's business for viability and value

A key enabler of CIT's strategic directions is the new flagship CIT Woden campus opening in 2025. This campus will be a world-leading educational campus, facilitated through digitally enabled learning and innovation spaces.

The Cloud Campus Program is a key initiative of CIT's future digitalisation strategy, the successful transition to the Woden campus, and broader business transformation and campus renewal initiatives. Cloud Campus is not just about delivering technical solutions to support CIT – it is about transforming the way CIT does business.

As the Program Management Office (PMO) lead you will work with the Program Director to design, setup and run CIT's new PMO. The purpose is to ensure that CIT has effective and robust program delivery governance, management artefacts and processes for both program based and BAU operational projects.

If you want to be apart of a great culture, working in a fast paced environment, that is challenging and rewarding, by delivering tangible outcomes for the community, then we want to hear from you!

Eligibility/Other requirements:

You have an attention to detail, are self motivated and like to work in a collaborative and supportive environment. You are passionate, enjoy what you do, and are able to deliver outcomes.

Notes: This is a temporary position available from 3 July 2023 until 28 June 2024 with the possibility of permanency. Our workforce is currently working in a hybrid of home and office-based work. The successful candidate will be provided information on how to work from home safely and effectively. On-site work can be supported at any CIT campus, with a primary focus on Reid and Bruce. Selection may be based on application and referee reports only.

How to Apply: Please submit your two-page pitch to highlight your experience and skills against the Selection Criteria.

Want to find out more? Contact Nick Crossley on 02 6207 8919 or at Nickj.Crossley@cit.edu.au to discuss this exciting opportunity further.

Applications should be submitted via the Apply Now button below.

Contact Officer: NickJ Crossley 02 6207 8919 Nickj.Crossley@cit.edu.au

CIT Education and Training Services

CIT Pathways College

Year 12 Department

Head of Department, Year 12

Manager Education Level 1 \$133,267, Canberra (PN: 51884)

Gazetted: 09 June 2023

Closing Date: 23 June 2023

Details: The Canberra Institute of Technology (CIT) is seeking a motivated Head of Department to lead the Year 12 teaching department to achieve quality design and delivery of the ACT Senior Secondary Certificate.

The Head of Department works as part of a team across CIT Pathways College and CIT. The college creates pathways through delivering programs of learning and support to enable students to develop skills to thrive in further education, employment, and community.

The role requires high-level knowledge of the VET sector and comprehensive understanding of the operational environment of CIT, as well as detailed working knowledge of the ACT Board of Senior Studies (BSSS) policies and procedures.

The Head of Department reports to the College Director and is responsible for:

Managing the design, development, delivery, and evaluation of programs in line with policies and procedures of the BSSS, Australian Skills Quality Authority (ASQA) and CIT

Managing, administering and co-ordinating the activities of an education department according to institute policies and operational priorities

Managing the design, development, delivery and evaluation of training and support

Providing professional educational leadership

Planning, distributing and utilising financial, human and physical resources.

Liaising and collaborating with stakeholders

Leading the department to connect within CIT and external agencies to build a wide range of future possibilities for students and the community.

Eligibility/Other requirements:

Mandatory qualifications:

All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma in Vocational Education and Training (or equivalent).

Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught.

Highly desirable:

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

Notes: This is a temporary position available from 01 July 2023 for 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.

How to Apply: Applicants are to address the selection criteria located in the position description, a maximum of two pages, and provide a current curriculum vitae with the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marianne Mann (02) 6207 3484 Marianne.Mann@cit.edu.au

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

Corporate Services

Data and Digitalisation

Office of The Chief Information Officer

Project Manager/Business Analyst

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61747)

Gazetted: 08 June 2023

Closing Date: 22 June 2023

Details: As a national leader in Vocational Education and Training (VET) Canberra Institute Technology is undertaking unprecedented transformation across four overarching strategic directions:

Leading Change - raising our ambitions to meet new expectations.

Growing Our Region's Economy - supporting jobs, economic resilience, and future prosperity.

Advancing Canberra's Workforce - adapting our courses and means of delivery to provide skills for the future.

Transforming Our Business - investing in CITs business for viability and value.

A key enabler of CIT's strategic directions is the new flagship CIT Woden campus opening in 2025. This campus will be a world-leading educational campus, facilitated through digitally enabled learning and innovation spaces.

The Cloud Campus Program is a key initiative of CIT's future digitalisation strategy, the successful transition to the Woden campus, and broader business transformation and campus renewal initiatives. Cloud Campus is not just about delivering technical solutions to support CIT – it is about transforming the way CIT does business.

The Cloud Campus Project Manager/Business Analyst supports the Program Director to successfully scope and implement the Cloud Campus program through the provision of guidance and artefacts that support the scoping and delivery of program deliverables and business process change initiatives.

If you want to be a part of a great culture, working in a fast paced environment, that is challenging and rewarding, by delivering tangible outcomes for the community, then we want to hear from you!

Eligibility/Other Requirements:

You have an attention to detail, are self-motivated and like to work in a collaborative and supportive environment.

You are passionate, enjoy what you do, and are able to deliver outcomes.

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

Our workforce is currently working in a hybrid of home and office-based work. The successful candidate will be provided information on how to work from home safely and effectively. On-site work can be supported at any CIT campus, with a primary focus on Reid and Bruce.

How to Apply: Please submit your two-page pitch to highlight your experience and skills against the Selection Criteria.

Want to find out more? Contact Nick Crossley on 02 6207 8919 or at Nickj.Crossley@cit.edu.au to discuss this exciting opportunity further.

Applications should be submitted via the Apply Now button below.

Contact Officer: NickJ Crossley (02) 62078919 NickJ.Crossley@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Branch Manager, Business and Innovation

Short Term Vacancy (July 2023 for three months with possibility of extension up to nine months)

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

Position: E891

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA

Date circulated: 09 June 2023

Applications are sought to fill the position Executive Branch Manager (EBM), Business and Innovation. This is a short-term vacancy available from early July 2023 for a period of three months, with the possibility of extension up to nine months.

Business and Innovation is central to the Government's jobs growth agenda and works to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy to create a vibrant community for Canberrans and for people visiting Canberra.

Reporting to the Executive Group Manager, the EBM, Business and Innovation is responsible for leading the development and management of programs, activities and initiatives that promote economic development, including:

- Growth and promotion of local defence, cyber, renewable energy, advanced technology and manufacturing capability.
- building a connected innovation ecosystem that supports and enables entrepreneurs, start-ups and high growth businesses but also any Canberra business looking to grow
- engaging with and facilitating opportunities for local small and medium sized businesses to grow
- promoting Canberra as Australia's higher education and research capital and study destination for international and domestic students

For further information, please see the attached Executive Capabilities.

Eligibility/Other Requirements: Appropriate management qualifications and/or significant management experience; and proficient financial/budget management skills and experience, are highly desirable.

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

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

To apply: Applications of no more than one page, addressing the Executive Capabilities, along with a current curriculum vitae and details of two referees should be submitted to Kate Starick via email, kate.starick@act.gov.au by COB Friday 23 June 2023.

Contact Officer: Kate Starick (02) 6205 9828 kate.starick@act.gov.au

Economic Development

Skills Canberra

Director Branch Coordination and Governance

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 07251)

Gazetted: 14 June 2023

Closing Date: 21 June 2023

Details: Skills Canberra is looking for a highly motivated and driven person to fill the role of Director, Branch Coordination & Governance, for a six-week period, with an immediate start.

Skills Canberra is responsible for vocational education and training (VET), adult community education (ACE) and skilled migration policy and programs in the ACT. Skills Canberra gathers and interprets data from a wide range of sources to predict industry trends, identify future training and skilled migration requirements, and implements initiatives and programs to deliver on ACT Government priorities.

The Director Branch Coordination and Governance will work closely with, and under the broad direction of, the Executive Branch Manager and branch senior leadership to coordinate the activities of the branch, ensure effective and compliant branch operations, and provide whole-of-branch support. This role operates with a high degree of independence in the execution and adaptation of work plans and the determination of priorities.

In this role, you will manage two teams to:

Coordinate whole-of-branch activities

Manage the preparation and submission of timely, accurate and appropriate responses to government business matters

Ensure compliant branch governance and administration

Oversee the management of the branch's ICT system and website.

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: While there are no mandatory qualifications for this position qualifications and/or equivalent experience in any of the following areas will be favourably considered:

Public-sector governance/administration/management

Management of business operations, human resources, finances, and/or ICT

Management of parliamentary business

Project management.

Notes: This is a temporary position available immediately until 28 July 2023 with the possibility of extension up to less than 12 months and / or permanency. Selection may be based on application and referee reports only.

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

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit a written application in the form of a pitch of no more than two pages addressing the selection criteria outlining your ability, ingenuity, experience, and qualifications and how they make you the best person for this role.

Please include contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Harriott 0468 554 053 mark.harriott@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Construction Licensing and Governance

Assistant Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 18924, several)

Gazetted: 14 June 2023

Closing Date: 28 June 2023

Details: We are looking for a person that is ready to take the next step on their leadership journey. A person who is interested in seeing the positive impact of their work on the Canberra community. We are looking for a regulator who can read and interpret legislative instruments and turn them into real world actions.

The Construction Licensing and Governance section is part of the Construction, Utilities and Environment Protection Branch at Access Canberra. We process licences and registrations under a variety of legislation including the *Construction Occupations (Licensing) Act 2004*, the *Architects Act 2004* and the *Work Health and Safety Act 2011*.

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

In this role you will be a valued part of the diverse leadership group contributing to the way we regulate construction and architect licences and deliver Work Health and Safety licencing. You will find solutions to regulatory issues, make regulatory decisions, suggest, and implement better ways to do business. You will have the opportunity to develop your writing for government and project management skills.

The team is supportive and flexible with a high level of autonomy and trust in our staff. If this position is of interest to you, please read the position description provided and apply for the job.

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: These are temporary positions available immediately until 29 March 2024, 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. Selection may be based on application only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Courtney Adams (02) 6207 7916 Courtney.Adams@act.gov.au

Access Canberra

Construction Utilities and Environment Protection

Construction Licensing and Governance

Licensing Officer

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

Gazetted: 14 June 2023

Closing Date: 28 June 2023

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

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

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:

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Ilin Indriani (02) 6205 2423 Ilin.Indriani@act.gov.au

Digital, Data and Technology Solutions

Tech Services

End User Services

Senior Deployment Technician

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 20429)

Gazetted: 09 June 2023

Closing Date: 23 June 2023

Details: End User Services (EUS) is seeking an experienced and motivated person to take on the role of Senior Deployment Technician. This role is responsible for the development of automated silent installations from vendor supplied and internally developed software. Supporting the achievement of Digital, Data and Technology Solutions organisational objectives, along with upholding the delivery of quality customer services and ICT solutions.

The role will focus on the deployment of packaged applications and Microsoft patches to all ACT Government supported environments, participate in the creation and maintenance of process documentation and delivery of quality customer services and ICT solutions.

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.

Please note, this position may be transitioning to 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.

Eligibility/Other requirements: The successful applicant will need to hold or be able to rapidly obtain an ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline security clearance equivalent).

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

How to Apply: After reviewing the Position Description, please provide a written response to each of the individual six capabilities listed in the "What you require" based on the 'What you will do' section. Describing experience, examples, and claims of suitability for each capability separately. Applications should be limited to cover sheets, applicant's curriculum vitae, and no more than two pages of response that addresses the capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Cox (02) 6207 8789 Stephen.Cox@act.gov.au

Revenue Management

Compliance

Data scientist

Senior Officer Grade A \$157,201, Canberra (PN: 03664)

Gazetted: 09 June 2023

Closing Date: 23 June 2023

Details: The ACT Revenue Office is seeking an intelligent and innovative person to join the Business Intelligence Team. The focus of the Business Intelligence team is to understand and solve problems, improve processes and deliver value to other parts of the Revenue Office using our data assets.

Successful candidates will be able to demonstrate capacity to develop, plan and deliver results and to manage the workloads of others, demonstrate high level of interpersonal, oral and written communication skills, including liaison, negotiation and representation skills, and undertake work to a high degree of attention to detail and accuracy.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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.

How to Apply: Applicants should provide a written supporting statement of no more than two pages, and a relevant curriculum vitae. The written statement should outline the applicant's capability and experience to fulfil the primary duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Ellis (02) 6205 4811 David.Ellis@act.gov.au

Access Canberra

Construction Utilities Environment Protection

Strategic Business Coordination

Operational Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 37912)

Gazetted: 09 June 2023

Closing Date: 23 June 2023

Details: Do you consider yourself a good team player? A juggler of priorities? Are you a good communicator? Do you like making the Territory a better place to live for all? This job could be for you.

The Construction, Utilities and Environment Protection Branch within Access Canberra is looking for a good team player to join the Strategic Business Coordination team. The team works collaboratively as a coordination point between the operational teams across the branch, ACT Government directorates and the Executive Branch

Manager to deliver high quality written material. The working environment is varied and fast paced, and the team works flexibly to deliver on priorities with a focus on improving the quality of building in the ACT.

You will be required to provide administrative support and secretariat services to committees and boards. A large part of your role includes drafting a large number of briefs, Ministerial and Government business responses often at short notice and with a quick turnaround. This requires you to be efficient, succinct and have excellent writing skills. Our customers are mostly our colleagues and executives, so solid customer skills would be advantageous. You will assist with reviewing and implementing ACT Government operational policy, programs, and legislative amendments. You will need to collaborate with various business units within the branch and across ACT Government, seeking out areas for improvement or change, and researching other jurisdictions' policy positions on various matters. Your knowledge of the regulatory and policy work will help you make recommendations for improvement.

You will also need excellent attention to detail and the ability to work to tight timeframe to coordinate the Branch's input into key corporate reports and information requests.

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.

If you are a good team player and share our enthusiasm in improving the building industry, please apply.

Notes: This is a temporary position available immediately until 7 October 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: Applications will be assessed against the Selection Criteria of the Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. To apply please send us a two page pitch detailing your experience and qualifications and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Radmila Andric (02) 6207 4988 Radmila.Andric@act.gov.au

Office for Industrial Relations and Workforce Strategy

OIRWS Communications and Engagement

Assistant Director, OIRWS Communications and Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60911)

Gazetted: 09 June 2023

Closing Date: 23 June 2023

Details: Yuma! Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for leading the flexible and hybrid work agenda, and we are putting dedicated attention towards driving inclusive workforce cultures across the ACTPS, contemporary leadership practices which support trust and change, and working to encourage and embed innovation into the way we work.

The Office of Industrial Relations and Workforce Strategy (ORIWS) has been established to provide the formal structure to lead the ACTPS' industrial, employment and strategic workforce agenda into the future. We are proud of the work we deliver, but we could do with help to communicate our work in a more engaging way, help our clients and stakeholders have easier access to it, and provide more streamlined ways for our clients, ACTPS managers and employees share what is working well, and not so well.

Diverse background?

We embrace workforce diversity and are committed to creating an inclusive workplace. We offer a warm welcome to applicants who identify as Aboriginal and Torres Strait Islander, people with disability, LGBTIQ+, Veterans, neurodiverse, and those from culturally and linguistically diverse backgrounds. Hear about CMTEDD from some of our staff.

Need ACTPS experience?

Nope, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

Where can you work?

We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and our new Innovation Centre.

Eligibility/Other requirements:

We have an exciting opportunity for an Assistant Director to join us here in the OIRWS. The Assistant Director, Communications and Engagement within the Office has a pivotal role in helping the OIRWS deliver against its intent. To be a great fit for this opportunity, you will:

Be a creative, experienced and dynamic communications and engagement professional with a flair for the visual;
Bring a user experience-first lens to your work, informed by research, insights, evaluation and feedback;
Work collaboratively with stakeholders, seeking to understand their business, priorities and the changes they are working to effect; and
Enjoy working in dynamic, fast-paced environment, being flexible and excited by change.

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

How to Apply: Please submit a two-page pitch (absolute max!) which demonstrates how you are a great fit for the position, along with your current curriculum vitae, listing two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Ernst (02) 6207 5995 Denise.Ernst@act.gov.au

Economic and Financial Group

Affordable Housing Policy Coordination Branch

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55885)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

Details: Do you enjoy a challenge and want to be part of a high performing team that tackles complex social and economic policy issues head on? This is a fantastic opportunity for you to contribute to achieving great outcomes for the ACT community. The Affordable Housing Policy coordination Branch has been established within Treasury with responsibility for housing strategy and policy. We are looking for enthusiastic and committed self-starter to join our team, with an aptitude for undertaking policy research, analysis and development.

As a member of the team, you will contribute to the wellbeing of Canberrans through your advice on a range of projects and policy proposals. As a Senior Policy Officer, under the supervision of senior staff, you will produce high quality analysis and policy advice and contribute to a range of policy processes.

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

Eligibility/Other Requirements: Relevant tertiary qualifications and/or relevant policy experience is desirable, with a commitment to ongoing professional development.

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

How to Apply: Please submit -

A two-page pitch (maximum) outlining their suitability for the position with addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the team's role and function; and

A current curriculum vitae with the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Antonia Harmer (02) 6207 0249 Antonia.Harmer@act.gov.au

Office for Industrial Relations and Workforce Strategy

OIRWS Communications and Engagement

Senior Director, OIRWS Communications and Engagement

Senior Officer Grade A \$157,201, Canberra (PN: 60910)

Gazetted: 08 June 2023

Closing Date: 22 June 2023

Details: Yuma! Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for leading the flexible and hybrid work agenda, and we are putting dedicated attention towards driving inclusive workforce cultures across the ACTPS, contemporary leadership practices which support trust and change, and working to encourage and embed innovation into the way we work.

The Office of Industrial Relations and Workforce Strategy (ORIWS) has been established to provide the formal structure to lead the ACTPS' industrial, employment and strategic workforce agenda into the future. We are proud of the work we deliver, but we could do with help to communicate our work in a more engaging way, help our clients and stakeholders have easier access to it, and provide more streamlined ways for our clients, ACTPS managers and employees share what is working well, and not so well.

We have an exciting opportunity for a Senior Director to join us here in the OIRWS. As the Senior Director leading Communications and Engagement on behalf of the Office, you have a pivotal role in helping the OIRWS deliver against its intent. To be a great fit for this opportunity, you will:

Be a creative, experienced and dynamic communications and engagement professional with a flair for the visual.

Bring a user experience-first lens to your work, informed by research, insights, evaluation and feedback.

Adopt a collaborative approach with stakeholders, seeking to understand their business, priorities and the changes they are working to effect.

Enjoy working in dynamic, fast-paced environment, being flexible and excited by change.

Lead a small team who thrives on delivering engaging products and services.

Diverse background?

We embrace workforce diversity and are committed to creating an inclusive workplace. We offer a warm welcome to applicants who identify as Aboriginal and Torres Strait Islander, people with disability, LGBTIQ+, Veterans, neurodiverse, and those from culturally and linguistically diverse backgrounds. [Hear about CMTEDD from some of our staff.](#)

Need ACTPS experience?

Nope, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

Where can you work?

We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and our new Innovation Centre.

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

How to Apply: Please submit a two-page pitch (absolute max!) which demonstrates how you are a great fit for the position, along with your current curriculum vitae, listing two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Wilson (02) 6205 5303 Janet.Wilson@act.gov.au

Strategic Finance

Director, Finance Systems Administrator

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 34814)

Gazetted: 08 June 2023

Closing Date: 22 June 2023

Details: CMTEDD Strategic Finance is looking for new Finance Systems Administrator to join our team. Working with our team of finance professionals you will play a key role in helping us to harness the power of financial data. You will lead work to improve our understanding and analysis of financial information to identify better risks and opportunities. You will develop new ways of delivering better insight to budget managers and decision makers on financial performance. You will improve the efficiency of our day-to-day activities through better automation and more integrated systems. If you enjoy unpacking business requirements and developing innovative solutions that strengthen performance this could be the job for you.

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

Eligibility/Other requirements:

Highly Desirable:

Completion or substantial progression towards tertiary qualifications in accounting, finance or ICT.

Knowledge and experience with TM1 Administration.

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

How to Apply: Applications are sought from potential candidates to include your curriculum vitae and supporting statement of two pages on why they are the ideal candidate highlighting key outcomes delivered, their leadership approach and how they bring the values of the organisation they currently work in to life.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lewis Hayward 6207 5615 Lewis.Hayward@act.gov.au

Community Services

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

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

Children, Youth and Families

Youth Justice

Bimberi Youth Justice Centre

Chef/Cook

General Service Officer Level 6 \$62,860 - \$65,718, Canberra (PN: 00066)

Gazetted: 14 June 2023

Closing Date: 28 June 2023

Details: We are seeking an enthusiastic, motivated and suitably qualified person to work as a Chef/Cook (part time) at Bimberi Youth Justice Centre for 6 months with the possibility of permanency. As a Chef/Cook you will be responsible for working as part of a small team to manage the day-to-day operations of a kitchen in a youth detention facility. This will include the preparation and serving of meals ensuring appropriate dietary, nutritional and cultural needs are met.

The successful applicant will display sound communication skills and demonstrate a capacity to work as part of the Bimberi Residential Services team. This position is part time and will work on Thursday, Friday and Saturday.

Eligibility/Other requirements:

- Certificate III or IV in Commercial Cookery, or equivalent, from a registered training organisation.
- Senior First Aid Certificate or willingness to attend training.
- 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)

Notes: This position is part-time at (24:00) hours per week and the full-time salary noted above will be pro-rata.

This is a temporary position available immediately with the possibility of extension up to less than 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:

Applicants should provide a written supporting statement of no more than two pages, outlining your knowledge, skills and experience, in carrying out the duties outlined in the Position Description.

Names and contact details of at least two referees, including your most recent/current supervisor or manager

Current curriculum vitae must also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Surya Maharjan (02) 6207 3480 Surya.Maharjan@act.gov.au

Education

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

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

Executive Branch Manager, Student Engagement

Temporary Vacancy (immediately until 6 September 2023 with the possibility of extension up to nine months)

Education Directorate

Service Design and Delivery

Position: E307

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA

Date circulated: 14 June 2023

The Education Directorate has a short-term vacancy available as soon as possible until 6 September 2023 with the possibility of extension up to nine months for the position of Executive Branch Manager, Student Engagement. The Executive Branch Manager, Student Engagement leads the Branch to provide direct support for individual students, and support to classroom teachers and school leadership teams designed to build the capacity of schools and contribute to the achievement of improved student outcomes. The Branch comprises of: Clinical Practice, Inclusive Education and Flexible Education. The Branch is responsible for the delivery of high-quality education services to the Canberra community.

The Executive Branch Manager, Student Engagement:

- Provides leadership in relation to policy and operations in relation to student wellbeing, including a large team of allied health professionals;
- contributes to the design and delivery of significant school and system improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan;
- provides the Director-General and Senior Executive team with advice and ongoing support in relation to student wellbeing and disability education;
- delivers system leadership to support the provision of safe, supportive and inclusive school environments;
- leads key stakeholder processes and forums associated with the work of the Branch; and
- understands and aligns the Directorate vision with whole of Government priorities.

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

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 should submit a one page pitch and a current Curriculum Vitae with the details of two referees to the contact officer via email at Angela.spence@act.gov.au by COB Wednesday 21 June 2023.

Contact Officer: Angela Spence, Angela.spence@act.gov.au

Office for Schools

Belconnen Network

Melba Copland Secondary School

Deputy Principal Melba Copland Secondary School (10-12)

School Leader B \$154,033, Canberra (PN: 58820)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

Details: Melba Copland Secondary School is a dual campus year 7 to 12 school with rapidly growing enrolments. MCSS is seeking a motivated and determined school leader to work as an integral part of the senior executive. The team consists of four deputy principals who lead strategically 7-12 and operationally 7-9. This position is located on the senior campus (years 10 to 12).

The successful applicant will join a striving Executive Team who builds strong, respectful, and productive relationships with all members of the school community and provides strategic leadership to implement school programs and initiatives through rigorous coaching methods.

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).

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

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Jennifer Howard (02) 6142 0333 Jennifer.Howard@ed.act.edu.au

School Improvement

Maribyrnong Primary School

School Administration/Enrolments Officer

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 60000)

Gazetted: 09 June 2023

Closing Date: 16 June 2023

Details: School Overview

ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning. Maribyrnong Primary School is located in Kaleen. Our enrolment area includes Kaleen, Lawson and Bruce, we have 560 students enrolled across 30 classes, 40 teaching staff and 20+ support staff. Maribyrnong is a vibrant growing school, where all abilities and cultural backgrounds are welcomed and supported. Our students and staff come with many gifts and talents and together we strive to reach our best. In all aspects of our work and learning we demonstrate our core values of Respect, Responsibility, Resilience Endeavour and Inclusion.

Maribyrnong Primary School motto: Quality Education, Learning for Life, A Shared Responsibility.

Position Overview:

The successful applicant will work closely with the Business Manager, as part of the administration team the Administration Officer will be required to work both independently and collaboratively with the front office team and executive staff. As Administration Officer you will be required to provide administrative support to the Principal, school staff, community and students. The successful applicant should demonstrate high level understanding of school administrative processes, as well as proficiency in the use of a variety of computer applications, databases and spreadsheets, including the Sentral Administrative System, Microsoft Office and Google Suite (or an ability to learn and adapt accordingly).

What you will do:

Develop, implement, and maintain processes that contribute to the efficient and effective management of the school front office and school executive team.

Provide administrative support and work as a productive member of the front office team.

Manage customer relationships and negotiate with a range of internal/external stakeholders/clients as required.

Sound knowledge of Enrolment procedures and associated administration duties to manage, coordinate, and process the schools incoming and departing enrolments.

Administration duties associated with student file management, both at school and transfer of files to other schools.

Daily receipting of parent / student payments.

Liaise and communicate professionally with staff, students, parents, community and Directorate personnel and other persons providing services to the school.

Use ICT Systems and databases relevant to school front office, including SiMS, Student Admission System, Microsoft Office Suite and School Admission System.

Coordinate the preparation of school circulars, newsletters and other communication or promotional materials for distribution and or publication via hardcopy or electronic media.

What You Require (Selection Criteria)

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

Professional / Technical Skills, Knowledge and Capabilities:

Ability to relate to students and families/carers, along with the ability to work as part of a team and to use own initiative and work independently when necessary.

2. Proven organisational skills including the ability to work effectively in busy situations. Ability to plan, set priorities and meet deadlines with minimal supervision.
3. Well-developed interpersonal, oral and written communication, liaison and negotiation skills with the ability to communicate sensitively and effectively with a range of stakeholders, whilst maintaining confidentiality in accordance with relevant legislative and Directorate policies.
4. High level administrative skills including keyboard skills and the ability to operate a variety of computer programs, databases, and other records management systems.
5. Ability to act as First Aid Officer, inclusive of maintaining documentation pertaining to student's requirements (medications/allergies), ensuring accurate record keeping.

Eligibility/Other requirements:

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

First aid certificate or willingness to attain.

How to Apply: Applicants are to submit a maximum four-page application supporting your response to the selection criteria located in the Position Description. Please supply a written referee report with your supporting documentation.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leanne Rankine (02) 6142 0570 Leanne.Rankine@ed.act.edu.au

School Improvement

Gordon Primary School

Executive Teacher Inclusion

School Leader C \$132,293, Canberra (PN: 32602)

Gazetted: 13 June 2023

Closing Date: 20 June 2023

Details: Gordon Primary School is seeking a highly capable school leader with a demonstrated skill set in building staff capacity to improve student learning outcomes. The successful applicant will lead professional learning communities including the Small Group Unit, lead whole school implementation of inclusive practices, build capacity of staff in developing inquiry pedagogy with a focus on the General Capabilities, join a dynamic and united leadership team that collectively leads school improvement, undertake an extensive coaching and mentoring role and form part of the team leading the improvement of personal and social capabilities across the school.

Lead the Action Research Team to improve the implementation of inclusive practices across the school.

Lead the Small Group Unit teaching and support team in collaboration with senior leaders and all teaching staff.

Build capacity of teaching staff to implement Inquiry pedagogy across the curriculum to support children to developing essential learning assets.

Highly effective collaboration with the leadership team to implement the annual action plan through strategic leadership of Professional Learning Communities.

Undertake an appropriate teaching load and other duties as determined by the principal.

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).

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

How to Apply: Please submit a written response that addresses the five leadership capabilities and the job description (five - six pages maximum) with relevant recent leadership examples that demonstrate the applicant's capacity to fulfil the job requirements and 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: Helen Wilson (02) 6142 2530 Helen.Wilson@ed.act.edu.au

Birrigai Outdoor School

Outdoor Education Assistant

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 19516)

Gazetted: 08 June 2023

Closing Date: 22 June 2023

Details: Are you interested in working in a beautiful rural setting alongside a great team of dedicated and high energy professionals?

Birrigai offers a range of cultural and environmental education programs to students from across the ACT, surrounding region, and interstate, varying in age from preschool to Year 12. We provide day programs and overnight camps with activities themed around the Australian environment and biodiversity, Indigenous culture and arts, and we also offer outdoor adventure activities such as bushwalks, high ropes and team building programs. Birrigai also provides services to a range of community and corporate groups and offers onsite accommodation facilities.

Birrigai is seeking to appoint an experienced, dedicated and responsible Outdoor Education Assistant to work closely with Birrigai's qualified teaching staff to deliver quality outdoor educational experiences. If you are a skilled, organised, flexible, and adaptable self-starter with a passion for learning and the great outdoors, you could be the person we are looking for.

Birrigai is located two kilometers from Tidbinbilla Nature Reserve on Tidbinbilla Road and is 15km from Gordon in the Tuggeranong valley. There is no public transport to Birrigai therefore a driver's licence and a reliable vehicle are essential for this role. Please note staff working at Birrigai are also paid a travel allowance.

Eligibility/Other requirements:

Current Working with Vulnerable People Card

Current Senior First Aid Certificate

Current Class C Drivers Licence

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. A merit pool will be established from the selection process and may be used to fill future identical vacancies over the next 12 months. This position requires the ability to work outside rostered hours as required.

How to Apply: Please provide:

a current curriculum vitae which includes details of two referees (one of which must be your current supervisor); and

a written response of no more than two pages which addresses each of the Selection Criteria listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Galafassi (02) 6207 8044 Kirsten.Galafassi@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 Gungahlin

Margaret Hendry - School Leader C

School Leader C \$132,293, Canberra (PN: 50706)

Gazetted: 09 June 2023

Closing Date: 16 June 2023

Details: Margaret Hendry School is a P-6 school in Taylor and is part of the Nth/Gungahlin network of schools. Margaret Hendry School is innovative in its approach to learning as we bring to life the Education Directorates Future of Education Strategy. All school leaders are considered heads of school for a K-6 sub-school of up to 150 learners and 7 learning coaches.

The head of school role centres around supporting all staff in the sub-school to work collaboratively to enact the school specific ways of knowing, being and doing. The head of school is responsible for ensuring adherence to whole school practices of all staff for whole of school cohesion. In addition to their role as head of school, school leaders will lead a whole school portfolio alongside the other members of the leadership team.

The specific portfolio for the advertised role is Empowered Learners, with a strong focus on wellbeing and engagement.

Please visit our website for further information at <http://www.margarethendryschool.act.edu.au>.

All applicants are strongly encouraged to contact the panel chair prior to applying for 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.

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

How to Apply: 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: Kate Woods (02) 6142 2800 Kate.Woods@ed.act.edu.au

School performance and Improvement

South Weston Network

Canberra College

Careers Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 51538)

Gazetted: 09 June 2023

Closing Date: 16 June 2023

Details: JOB OVERVIEW

Canberra College is a year 11 and 12 school located in Phillip. The College has approximately 1196 students. The successful applicant will be required to support students across the school, working closely within the careers team. The position is a temporary position, with possibility of permanency, working five days per week.

The Careers officer will:

Work closely with students to plan innovative and personalised approaches to career pathways.

Support the Senior Careers and Transitions Advisor to work with parents/carers and students to secure Work Experience (WEX) placements.

Work with local businesses and stakeholders to market the Work Experience (WEX) Program and Learning Through Internship (LTI) to secure opportunities and targeted placement across a multitude of industries.

Work closely with the Senior Careers and Transitions Advisor to oversee the ASBA / VLO programs and organise appropriate placements.

Provide administrative support to the careers team.

Work closely with the Student Services Team and Executive.

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)

DESIRABLE:

Certificate IV or equivalent e.g. Career Development, Training and Assessment.

Notes: This is a temporary position available immediately for a period of 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.

How to Apply: Please submit a current curriculum vitae and a maximum two-page response to the Selection Criteria outlining your experience, qualifications, and suitability to fulfil this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Clode (02) 6142 3288 Claire.Clode@ed.act.edu.au

Service Design & Delivery

Student Engagement

Clinical Practice

Manager, Social Work

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 31019)

Gazetted: 09 June 2023

Closing Date: 23 June 2023

Details: The Allied Health Team are looking for an individual to lead the Student Engagement (SE) Social Work professional team to deliver a high quality, evidence-based, service as part of an interprofessional team that supports schools, students, and their families at a universal, selected and targeted level to engage in education. The successful applicant will have the ability and experience to lead a team of health professionals, within the ACT Education school context and ability to build positive working relationship with school staff, students and families and external stakeholders.

Eligibility/Other requirements:

Relevant tertiary qualifications in Social Work

Eligibility to be registered with the Australian Association of Social Workers (AASW)

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

ACT driver's license and use of own vehicle for work purposes

Notes: This is a permanent role commencing Monday 12th July 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a maximum four pages addressing the Statement of Claims against the selection criteria, summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. Please provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Abby James 0434 829 722 Abby.James@ed.act.edu.au

System, Policy and Reform

Strategic Policy

Education Strategy

Implementation Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41252)

Gazetted: 09 June 2023

Closing Date: 19 June 2023

Details: The Implementation Support Officer will support whole of Directorate embedding and communication of the *Future of Education Strategy* and the Directorate's *Strategic Plan*.

We are looking for an enthusiastic administration officer with strong collaboration and administrative support skills.

The role will involve a mix of project work, event preparation and support, committee support, administration and collation of reporting data.

An understanding of Education and schools would be an advantage.

Eligibility/Other requirements:

Desirable:

Experience in co-design and action learning approaches.

Understanding of ACT Education Directorate processes and/or the education system.

Familiarity with using data visualisation tools such as power BI would be an advantage.

Notes: This is a temporary position available immediately until 05 January 2024 with the possibility of extension up to 12 months.

How to Apply: Please provide a one-to-two-page expression of interest addressing the selection criteria together with a curriculum vitae and contact details of two referees who can comment on your work, one of which should be your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Ryan (02) 6207 0587 Denise.Ryan@act.gov.au

School

Teaching in Canberra

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

Gazetted: 14 June 2023

Closing Date: 12 July 2023

Teach in Canberra – Primary School Teachers (Preschool to Year 6)

Teach in Canberra – Secondary School Teachers

Teaching in Canberra – Graduate Teachers

Up to \$12K in interstate relocation support.

Be supported professionally throughout your teaching career.

Enjoy a work/life balance where everything is only a 30-minute drive away!

Primary School Teachers.

About you

The Directorate is looking for Primary School teachers – Preschool to Year 6 level who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students. Our teachers are engaging, progressive and provide students with spaces and places to nurture their curiosity and creativity. As a Primary School Teacher you will:

Develop relationships across your professional and school community to provide the best student experience.

Demonstrate an ability to work effectively and collaboratively in a team environment.

Have strong classroom management skills enabling a supportive learning environment.

Our staff are dedicated and passionate about the jobs they do. We work together to provide our students the best learning experience possible. We also know we cannot do that without supporting one another. The Principals and Senior Leaders are focused on supporting their dedicated educators by ensuring you have access to professional development opportunities across the ACT Education Directorate. They are also strong champions of a work/life balance.

Why Canberra?

Canberra is a safe, welcoming and multicultural city, where you can enjoy easy access to nature reserves, parks, lakes and mountains as well as contemporary and dynamic urban spaces and foodie and shopping precincts. Canberrans love their active lifestyle, with our residents having the highest participation level for organised sport in the country. We also love a good event – whether it be artisanal markets, our annual spring festival featuring one million blooms in a city park by the lake, our annual multicultural food fair or hot air balloon festival in autumn.

Canberra is a city offering endless opportunity. But don't take our word for it – find out more about why [Canberra](#) is a great place to live and work.

Eligibility requirements for employment

To be able to teach within the ACT Education system you must:

Hold and/or be eligible for teacher registration with the Teacher Quality Institute (TQI) prior to starting your employment.

Hold a current ACT Working with Vulnerable People (WwVP) registration.

Be an Australian citizenship and/or permanent resident and/or hold a valid working visa.

Please note, business sponsorship is available but assessed on an individual basis – please reach out to the recruitment team if you have any questions.

How to apply

Apply via our job portal [here](#).

Before you submit your application please ensure you have provided the following documents:

Your resume.

Contact details of two professional referees.

A two-page statement providing practice examples aligned to the Australian Professional Standards for teachers with an emphasis on the results achieved.

A copy of your registration from your local regulatory authority or if currently studying evidence of enrolment in an accredited Initial Teacher Education program.

We are accepting applications now, please click the apply now button to start your application.

If you are unsuccessful in obtaining a role through this recruitment process, we do reach out to candidates throughout the year as and when opportunities arise. Please let the recruitment team know if you're interested in being part of our merit pool. Selection will be via a Joint Selection Committee.

Any questions please email us at eduteacherrecruitment@act.gov.au

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

Contact Officer: Wally Arndt (02) 6207 3046 Wally.Arndt@act.gov.au

School Operations

Belconnen Network

Melba Copland Secondary School

Deputy Principal Melba Copland Secondary School (7-9)

School Leader B \$154,033, Canberra (PN: 04117)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

Details: Melba Copland Secondary School is a dual campus year 7 to 12 school with rapidly growing enrolments. MCSS is seeking a motivated and determined school leader to work as an integral part of the senior executive. The team consists of four deputy principals who lead strategically 7-12 and operationally 7-9. This position is located on the high school campus (years 7 to 9).

The successful applicant will join a striving Executive Team who builds strong, respectful, and productive relationships with all members of the school community and provides strategic leadership to implement school programs and initiatives through rigorous coaching methods.

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).

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

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Jennifer Howard (02) 6142 0333 Jennifer.Howard@ed.act.edu.au

School Performance and Improvement

Tuggeranong School Network

Lake Tuggeranong College

Technology Assistant

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 38375)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

Details: Lake Tuggeranong College is a year 11 and 12 school located in Greenway. The College has approximately 620 students.

The successful applicant will be required to support students and staff as a part of our technology faculty. They will work closely with classroom teachers to assist in the delivery of a practical workshop-based curriculum.

The position is full-time, working five days per week. As a School Assistant 4 you will be required to work ten days during holiday stand down periods this would include four-days Professional Learning, six normal working days or as directed by the Business Manager.

Eligibility/Other Requirements:

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

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: Asbestos Awareness Training - WorkSafe ACT

Current driver's licence.

Certificate IV in building and construction or equivalent or relevant Trade qualification.

First Aid qualifications or the willingness to undertake appropriate training.

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, White card.

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

How to Apply: Applicants are to submit a two-page pitch addressing the Selection Criteria and Key Responsibilities located in the Duty Statement and provide a current curriculum vitae and the names and contact details of two referees who can support your statements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodi Wilson (02) 6142 3660 jodi.wilson@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Ainslie Primary School

Business and Facilities Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61796)

Gazetted: 13 June 2023

Closing Date: 20 June 2023

Details: Ainslie School provides education services for students from Preschool to Year 6 across three sites - the Primary campus in Braddon, Baker Gardens Preschool in Ainslie and Reid Preschool.

Ainslie School holds heritage significance and its curriculum reflects the community's enduring aspiration for a progressive, student centred experience. Cultural integrity, human dignity and environmental sustainability are driving concepts in programs and practices across the school.

Note: This is a temporary position available from 17 July 2023 up until the 31 March 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response addressing the criteria, maximum of two pages, along with a current curriculum vitae.

Applications should be submitted via the Apply now Button below.

Contact Officer: Stavroula Lourandos (02) 6142 3060 or 0418 417 654 Stavroula.Lourandos@ed.act.edu.au

School Improvement

Gordon Primary School

Executive Teacher

School Leader C \$132,293, Canberra (PN: 03744)

Gazetted: 13 June 2023

Closing Date: 20 June 2023

Details: Gordon Primary School is seeking a highly capable school leader with a demonstrated skill set in building staff capacity to improve student learning outcomes. The successful applicant will lead professional learning communities including the K-1 team, lead whole school implementation of the Essential Instructional Literacy Practices, Structured Word Inquiry, Workshop Model and build capacity of staff in developing early years literacy practices with a focus on reading comprehension using multiple sources of data, join a dynamic and united leadership team that collectively leads school improvement, undertake an extensive coaching and mentoring role and form part of the Literacy Champion team leading the improvement of reading and writing across the school. Lead the Literacy Champion Initiative to improve the implementation of whole school evidence-based literacy practices.

Lead the K-1 teaching team and guide the implementation of leading practices in the early years with an emphasis on learning to use the Literacy Progressions to support student learning goals.

Lead and coordinate transition from preschool to kindergarten.

Build capacity of teaching staff to implement the Readers and Writers Workshop Model and Structured Word Inquiry.

Highly effective collaboration with the leadership team to implement the annual action plan through strategic leadership of Professional Learning Communities.

Undertake an appropriate teaching load and other duties as determined by the principal.

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).

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

How to Apply: Please submit a written response that addresses the five leadership capabilities and the job description (five - six pages maximum) with relevant recent leadership examples that demonstrate the applicant's capacity to fulfil the job requirements and 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: Helen Wilson (02) 6142 2530 Helen.Wilson@ed.act.edu.au

School Improvement

Tuggeranong Network

Wanniassa Hills Primary School

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49155)

Gazetted: 14 June 2023

Closing Date: 21 June 2023

Details: This position is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

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

How to Apply: Applicants should address the capabilities in the Position Description. Please ensure you project into the position using the Business Manager responsibilities and the position overview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Fagan (02)620 57466 Scott.Fagan@ed.act.edu.au

Service Design & Delivery

Student Engagement

Clinical Practice

Business Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 24519)

Gazetted: 14 June 2023

Closing Date: 28 June 2023

Details: Clinical Practice is responsible for the management of the school psychology and allied health services in all ACT public schools and contributes to the strategic direction of the Student Engagement branch. The Clinical Practice team members are part of the Education Support Office (ESO) who support the psychologists and allied health professionals.

The Business Coordinator's role is to provide high level administrative management and support for the Clinical Practice team who enhance student learning, engagement and wellbeing.

Eligibility/Other requirements:

Mandatory:

Prior to commencing in this role, a current registration issued under the working With Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Highly Desirable:

A current Australian driver's license.

Competent skills working with the Microsoft Office suite, Google Drive and Docs.

Notes: This is a temporary position available immediately until 8 September 2023 with the possibility of extension up to less than 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 method: Selection may be based on application and referee reports only.

How to Apply: Please submit a maximum three-page response addressing the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bronwyn Hatherly (02) 6205 1310 Bronwyn.Hatherly@act.gov.au

School Improvement

North Gungahlin

Margaret Hendry School

Margaret Hendry School - School Leader C

School Leader C \$132,293, Canberra (PN: 52699)

Gazetted: 09 June 2023

Closing Date: 16 June 2023

Details: Margaret Hendry School is a P-6 school in Taylor and is part of the Nth/Gungahlin network of schools. Margaret Hendry School is innovative in its approach to learning as we bring to life the Education Directorates Future of Education Strategy. All school leaders are considered heads of school for a K-6 sub-school of up to 150 learners and 7 learning coaches.

The head of school role centres around supporting all staff in the sub-school to work collaboratively to enact the school specific ways of knowing, being and doing. The head of school is responsible for ensuring adherence to whole school practices of all staff for whole of school cohesion. In addition to their role as head of school, school leaders will lead a whole school portfolio alongside the other members of the leadership team.

The specific portfolio for the advertised role is Empowered Learners, with a strong focus on wellbeing and engagement. Please visit our website for further information at <http://www.margarethendryschool.act.edu.au>. All applicants are strongly encouraged to connect the panel chair prior to applying for 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.

Note: This is a part-time permanent position available at 22.05 hours per week and the full-time salary noted above will be paid pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

How to Apply: 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: Kate Woods (02) 6142 2800 Kate.Woods@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

Executive Branch Manager, PaGA Commitments

Short term Temporary Vacancy (1 July 2023 until 28 January 2024, with possibility of extension up to nine months)

Environment, Planning and Sustainable Development Directorate (EPSDD)

Position E1265

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Band 1 Executive List, ACTPS SOGA

Date circulated: 09 June 2023

You might have heard about the planning reforms underway - if you are interested in having a role in this important work about the future of Canberra – this might be for you.

As one of the three Executive Branch Managers in the Planning and Urban Policy Division, you will be responsible for Strategic and Territory Planning and coordination of Parliamentary and Governing Agreement of the 10th Legislative Assembly of the ACT (PaGA) items for the division and supporting implementation of the planning reforms. These commitments cover a range of Government priorities in areas of public policy including planning system reform, urban planning, building reform and housing policy.

The role requires a person with experience in a policy context, strong project management, problem solving, communication and leadership skills at a senior level. During this period you will also be required to participate in workforce planning and review for future approaches to work in the division.

Note: Selection may be based on written application and referee reports and is only 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 \$237,008.

To apply: Interested applicants are requested to submit an EOI of no more than one page that responds to the requirement of the role and how you will fulfill these, a current curriculum vitae and contact details for two referees to ben.green@act.gov.au by COB Friday 23 June 2023.

Contact Officer: Ben Green (02) 6207 7387 ben.green@act.gov.au

Development and Implementation

Strategic Projects and Infrastructure

Direct Sales

Assistant Director Direct Sales

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 11315)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

Details: As part of the Strategic Projects and Infrastructure group, the Direct Sales is a small, motivated team that coordinates the direct sale of land to support community need, Territory agencies, and in certain circumstances commercial sales.

As an Assistant Director in the Direct Sales team reporting to the Senior Director you will:

Case manage and project manage a number of direct sale applications.

Provide support to other team members as required and assist with project management.

Demonstrate excellent communication and negotiation skills; and a strong capacity to liaise effectively with a range of internal and external clients.

Assimilate a range of complex and unfamiliar information.

Present direct sale applications and provide Secretariat support for the Cross-Directorate Direct Sales Panel, assessing eligibility of applicants for the direct sale of land, including:

detailed assessment against relevant eligibility criteria.

identification and assimilation of key issues for consideration by the assessment panel.

preparation of high level written documentation associated with the role of the assessment panel, including minutes and correspondence.

Prepare and present advice on a range of direct sale applications leading to the development of Ministerial briefs, Cabinet submissions and land sales and leasing documentation.

To undertake this role you will have a demonstrated understanding of the ACT Planning and Leasehold System and its regulatory framework.

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

Eligibility/Other requirements:

Highly Desirable:

Relevant tertiary qualifications.

Notes: A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The ACT Government offers flexible working arrangements including working from home where appropriate.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Finlay (02) 6205 5289 Jennifer.Finlay@act.gov.au

Environment, Heritage and Water

ACT Heritage

Director Approvals and Advice

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50910)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

Details: ACT Heritage is seeking an experienced manager to oversee our approvals and advice team. The position supports the ACT Heritage Council in exercising their responsibilities under the *Heritage Act 2004* for advice and approvals relating to a range of heritage applications and referrals, including development applications, Conservation Management Plans, Statements of Heritage Effect, and major development projects.

The position is suited to individuals who enjoy leading a team, yet have strong technical skills in the management of cultural heritage in a statutory context.

Eligibility/Other Requirements: A current driver's licence is essential for this position.

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

How to Apply: Applications should include response to the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply now Button below.

Contact Officer: Stuart Jeffress (02) 6207 8082 Stuart.Jeffress@act.gov.au

Planning and Urban Policy

Territory Plan

Planning and Mapping Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35300)

Gazetted: 09 June 2023

Closing Date: 23 June 2023

Details: The Territory Plan team within the Planning and Urban Policy division are seeking applications from highly motivated individuals, who collaborate with others in providing creative and robust advice and who are proactive in delivering tasks, to fill the role of Planning and Mapping Officer.

The role of Planning and Mapping Officer within the Territory Plan team comprises working in a multi-disciplinary environment to administer the Territory Plan. The Territory Plan team is primarily responsible for policy development and administration of the Territory Plan. The Territory Plan contains the policies used to assess all development applications ranging from subdivisions, which will determine the urban pattern of settlement in new areas, to commercial, industrial, community and residential developments.

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

Eligibility/Other Requirements:

HIGHLY DESIRABLE

Qualifications or experience in planning, geographic information systems, cartography/ mapping, urban geography or related disciplines.

Note: This is a temporary position available immediately for 12 months with the possibility of extension. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a - Two-page pitch addressing the Selection Criteria.

Curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Rowe (02) 6207 5759 Shannon.Rowe@act.gov.au

Statutory Planning

Impact Assessment

Assessment Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 03843)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

Details: Are you interested in the environment and planning? Do you like a fast-paced work environment and being able to contribute to robust decision making? Do you have good communication skills? Then an Assessment Officer in the Impact Assessment team could be the job for you!

The Statutory Planning Division is seeking an assessment officer to work, under direction, on a wide range of statutory environmental and development assessment processes. In this role, you will get the opportunity to assess Environmental Impact Statements (EIS), EIS Exemptions, Environmental Significance Opinions and development applications in accordance with the *Planning and Development Act 2007*. You will be exposed to a wide range of development projects across the ACT and you will see how the ACT's planning framework assesses the environmental impacts of development.

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 or qualifications in natural resource management, environmental sciences, local and regional planning or environmental law would be an advantage.

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

How to Apply: Please submit no more than three-page pitch addressing the selection criteria, along with your current curriculum vitae and the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tegan Liston (02) 6205 7325 Tegan.Liston@act.gov.au

Climate Change and Energy Unit

Program Delivery

Sustainable Household Scheme

Program Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50584, several)

Gazetted: 09 June 2023

Closing Date: 16 June 2023

Details: The Climate Change and Energy Division is looking for several energetic and well-organised Program Officers. This is an exciting opportunity to be part of Canberra's climate action and have a direct positive impact for the local community. We're looking for team members who can help deliver a range of targeted programs and services that empower the Canberra community to be sustainable, reduce emissions, and be energy efficient.

The successful applicants will work in partnership with a wide range of stakeholders including schools, businesses, government, households and the community to reduce emissions and improve their sustainability.

Duties include effective project planning and delivery, brief and report writing, public information delivery and customer service, stakeholder liaison and communication, and high-quality administration such as procurement and contract management support.

The ACT remains a national leader in addressing climate change and promoting sustainability. The Climate Change and Energy Division delivers a comprehensive set of policies, programs, and community engagement activities to reach net zero emissions by 2045. This work is done in collaboration with all sectors including government, non-government, business, community, and households.

Eligibility/Other Requirements:

Occasional weekend work will be required.

A current ACT or equivalent driver's licence is required.

Note: There are several permanent and temporary positions available immediately in the Program Delivery Branch based on vacancies.

A merit pool will be established from this selection process and will be used to fill both full-time temporary and/or permanent vacancies in the Program Delivery Branch over the next 12 months. Applicants are encouraged to contact the Contact Officer to learn more about current vacancies. Selection may be based on application and referee reports only.

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

How to Apply: Applications are sought from potential candidates and should include -

Two-page supporting statement addressing the Selection Criteria.

Curriculum vitae.

Contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Olivia Merrick (02) 6207 6430 Olivia.Merrick@act.gov.au

Corporate Services and Operations

People and Capability

Workplace Relations, Safety and Wellbeing

Assistant Director, Workplace Relations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 15225)

Gazetted: 09 June 2023

Closing Date: 23 June 2023

Details: Do you want be part of Branch supporting the Directorate in continuing the investment in a highly valued, skilled and safe workforce.

The People and Capability Branch within EPSDD are seeking applications from flexible, agile and pragmatic HR practitioners who have a passion for embedding strategies that enhance early resolution of workplace issues, integrity, respect, wellbeing and sound administrative decision making.

The Assistant Director, Workplace Relations, plays an important role in supporting the Director Workplace Relations and stakeholders around employee relations and the ACTPS employment framework. The Workplace Relations team focus is delivering high-level, contemporary advice and guidance on a range of workplace and industrial matters and supporting our people in resolving workplace issues.

The role will work in partnership with the other teams across People and Capability and the Directorate to support cultural and business transformation and improvement activities with a human centric focus and assist with the development and implementation of a range of workplace relations, human resource services, policy, initiatives and advice.

To be successful in this role, you will have experience with public sector employment frameworks, performance and behaviour matters with a focus on supporting positive workplace outcomes. The successful applicant will also be proactive and motivated who enjoys working on high level strategic HR initiatives, can balance competing priorities, and possesses a positive, collaborative and encouraging style. Your ability to establish effective networks and communicate effectively with key internal and external stakeholders will also be critical to success.

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

Eligibility/Other requirements:

Highly desirable:

Relevant and current experience in employee and workplace relations in a government environment.

Notes: This is a temporary position available immediately until 31 December 2023 with the possibility of extension up to less than 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: In no more than two pages tell us why you want the role and outline your demonstrated experience as it applies to the Position Description, with a particular focus on the Skills and Knowledge and Behavioural Capabilities section.

You should submit your curriculum vitae and the contact details of two referees who have a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.
Contact Officer: Donna Hicks 0403674099 Donna.Hicks@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

**Emergency Services Agency
Commissioner Office
Public Information and Engagement
Assistant Director, Strategic Engagement
Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 08018)**

Gazetted: 14 June 2023

Closing Date: 21 June 2023

Details: The ACT Emergency Services Agency (ESA) is seeking an enthusiastic and driven communication and engagement leader to provide a coordinated and educated engagement function for the ESA and its four operational services.

Under the broad direction of the Director, Public Information and Engagement, as the Assistant Director, Strategic Engagement you will:

Design, implement and review engagement and communication strategies.

Support the delivery of engagement activities for the ESA operational and enabling services.

Establish and maintain professional networks and effective stakeholder relationships.

Work on common objectives to build community resilience against hazard risk and increasing community safety.

Participate in and manage the on-call Public Information Officer team to deliver advice to the community in times of emergency and crisis.

Act promptly and constructively during a Territory Emergency Incident to support and participate in best practice communications and engagement response in the Public Information Coordination Centre (PICC).

In addition to the above, the Assistant Director, Strategic Engagement will develop, review and coordinate the implementation of the ESA Community Engagement Strategy under the guidance of ESA executives and with support from the Community Engagement Tactical Group. You will also be available to contribute to the work of the Public Information and Engagement Team as needed.

The occupant of this position may be required to undertake duties outside normal business hours/ or weekends in response to emergencies, with access to applicable flex and/or overtime remuneration as per the Enterprise Agreement.

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

Eligibility/Other Requirements:

Tertiary qualifications in the field of communications and/or a related area is highly desirable.

Driver's licence 'Class C' is desirable.

This position does not require a pre-employment medical.

This position requires a Working with Vulnerable People Registration.

This position may require after hours or weekend work.

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.

Please refer to the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jordan Wallace (02) 6207 6386 Jordan.Wallace@act.gov.au

ACT DPP

Legal

Legal

Prosecutor Grade 1-2

Prosecutor Grade 1 - 2 \$82,812 - \$129,452, Canberra (PN: 00535, several)

Gazetted: 08 June 2023

Closing Date: 22 June 2023

Details: The ACT Office of the Director of Public Prosecutions was established by the *Director of Public Prosecutions Act 1990* (the Act) to institute, conduct and supervise prosecutions and related proceedings. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the ACT's Executive branch of Government, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The Office of the Director of Public Prosecutions 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.

Our Vision:

A prosecution service that is independent, confident, efficient and effective, delivering justice for all and making the community safer.

A prosecution services focussed on professionalism.

Trusted prosecutors who exercise sound judgement.

Independent in our decision-making, making prosecution decisions free from emotion, improper influence and in the interests of justice.

Transparent, accountable, and fair in our decision making.

Flexible, streamlined and efficient in how we work.

Our Mission:

Maintain the integrity of the office.

Be visible and responsive to the community.

Be sensitive to the needs of the victim, ensuring that victims are supported, and their voices are heard.

Operate fairly, protecting the innocent and upholding the rule of law.

Argue for appropriate punishments that are focused on addressing the causes of offending.

Our Values:

Treat everyone with respect.

Be independent and fair.

Behave professionally and constantly strive for excellence.

Be honest and open.

The Grade 1-2 prosecutor role is a broadband position, where the duties of such can include prosecuting summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; prepare advices of a routine nature; appear in Supreme Court bails, sentences and simple appeals from the Magistrates Court; act as instructing solicitor in trials in the Supreme Court; appear in coronial inquests; conducting research and drafting policy advice for the Executive. However, the primary duty of a prosecutor Grade 1-2 will be the conducting summary hearings.

Eligibility/Other requirements:

Applicants must be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT.

Prior to commencement successful candidates will be required to:

Undergo a criminal record check.

Notes: The Director may create a merit list for successful applicants who do not secure an immediate position, from which future positions may be filled.

The successful applicant will play a pivotal role in the justice system, advocating predominantly in the Magistrates and Children's Court by conducting summary hearings and sentences, independently while under the supervision of a senior lawyer. You will be a keen advocate, knowledgeable in criminal law and procedure with strong communication and legal analytical skills.

How to Apply:

Applicants are asked to please provide your resume and statements addressing the core capabilities. The combined response to all capabilities should be no more than four pages in length (12 point, single spacing).

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 Joel.Hiscox@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery

Procurement Manager, Procurement, Systems & Strategic Assets

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 49309)

Gazetted: 13 June 2023

Closing Date: 27 June 2023

Details: The Procurement, Systems & Strategic Assets team partner with Transport Canberra business areas, facilitating a procurement process to enable the purchase of Goods and Services in accordance with the legislated requirements. The Procurement & Strategic Assets facilitate strategic procurement planning through high level monitoring of contract management activities and data collection. The Procurement & Strategic Assets team procure high value, strategic technical assets for Transport Canberra using our combined subject matter knowledge of technical engineering and procurement.

The Procurement Manager plays a key role in the Procurement, Systems & Strategic Assets team and provides high-level procurement and contract advice and services to Transport Canberra as well as managing a small team. The Procurement Manager works closely with business units where appropriate to deliver procurement and contract management oversight to achieve business outcomes, while ensuring that all Transport Canberra procurement processes comply with relevant legislation and policy requirements.

The Procurement Manager has procurement and contract management experience and/or qualifications, strong verbal and written communication skills and able to work both collaboratively and independently as required. 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.

Eligibility/Other requirements:

Procurement and contract management experience.

Demonstrated understanding of legislation, regulations.

An understanding of government procurement requirements.

Demonstrated people management skills.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities located in the position description, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark White (02) 6207 4698 Mark.White@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery

Director, Public Transport Support Solutions Contract Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 35989)

Gazetted: 08 June 2023

Closing Date: 22 June 2023

Details: Transport Canberra is seeking an enthusiastic and experienced Director to lead, manage and deploy public transport solution contracts including, fare collection and bus movement for fleet performance. These systems operate mostly in a self-contained and secure environment, however there is a need to manage process and compliance interfaces with other corporate and transport systems and technology.

The Director, Public Transport Support Solutions Contract Manager, as product champion, manages the full product life cycle to ensure that customer and user needs are met and that all targets (commercial and performance) are achieved. This includes:

Continual market analysis and research, collection of feedback and expert opinion, and usage data to understand needs and opportunities.

Prioritising of system and service requirements, developing systems roadmaps and owning the backlog of systems improvements.

Develop proposals and business cases for retirement/replacement and enhancements.

Assist in the selection and adoption of replacement systems or enhancements, coordinate customer testing and support communications and training through the development of actionable transition plans.

Transport Canberra wants to provide an enhanced customer/user experience through its transport systems, and as such, is focussed on procuring quality commercial systems with contracted support. The Director, Public Transport Support Solutions Contract Manager is responsible for managing these commercial arrangements and will actively support and engage with experts and stakeholders to ensure continual improvements are identified through review and benchmarking processes. This includes:

Using key performance indicators to monitor and challenge performance and identify opportunities for continual improvement.

Developing strategies to address under-performance and compliance failures, including the application of contract terms.

Identifying where changes are required, evaluate the impact, and advise stakeholders about the implications and consequences, and

Negotiates variations and seeks appropriate authorisation where necessary.

Eligibility/Other Requirements:

Experience and knowledge of system management and project management principles, methodologies and tools.

Experience and knowledge of contract management principles, methodologies and tools.

Tertiary or equivalent in a Contract Management discipline would be an advantage.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Sarah Taylor-Dayus (02) 6207 4593 Sarah.Taylor-Dayus@act.gov.au

City Services

Infrastructure Delivery and Waste

Deputy Director - Infrastructure

Infrastructure Officer 5 \$163,315, Canberra (PN: 61742)

Gazetted: 09 June 2023

Closing Date: 23 June 2023

Details: Infrastructure Delivery 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 a Deputy Director to join the Infrastructure team. The position will be responsible for the planning, design scope, procurement and execution of key capital projects for TCCS.

The position requires extensive knowledge and expertise in the delivery of public road infrastructure projects, with particular expertise in pavement engineering. This position will lead the delivery of complex significant projects to resolve technical issues and provide expert advice and guidance on new assets, renewal, upgrades and maintenance of road assets.

The position 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.

This position works closely with a variety of subject matter experts to provide specialist advice on TCCS Municipal

Infrastructure Standards and Specifications for design and construction with the aim of providing cost effective solutions in the management and delivery of infrastructure projects.

The role will lead the delivery of simple to complex significant projects to deliver great services to the Canberra community.

Please see attached Position Description for details of the duties to be undertaken.

Should you have any question relating to the position please contact Carl Dias, Carl.Dias@act.gov.au, 6205 8605.

Eligibility/Other requirements: Applicants must have a degree in Civil Engineering (or similar), or suitable equivalent experience in an associated field recognised by the Institute of Engineers Australia.

Applicants must also have a minimum of five years' experience in public/municipal infrastructure planning; or Chartered Status with Engineers Australia or demonstrated equivalent competency levels (e.g. RPEQ) is highly desirable; and significant project management experience and experience in pavement/road infrastructure design/construction methodologies in the development and delivery of road infrastructure projects.

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

How to Apply: Applicants must provide a response (maximum of one page per 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

Chief Operating Officer

Safety and Wellbeing

Safety and Wellbeing

Director, Safety and Wellbeing

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 37458)

Gazetted: 09 June 2023

Closing Date: 23 June 2023

Details: TCCS has a fantastic opportunity for someone passionate about safety and wellbeing culture to join the Safety and Wellbeing Branch as Director.

This is a diverse role that supports TCCS in the development and implementation of appropriate health, safety and wellbeing strategies; maintains safety management systems and reporting frameworks; supports ongoing compliance with relevant WHS matters; provides quality assurance; develops effective and targeted safety, health and wellbeing interventions and training; and collaborates with relevant teams across TCCS and the ACT Public Service to deliver outcomes.

If this sounds like a role for you, we encourage you to apply for this opportunity.

Eligibility/Other requirements

Tertiary qualifications and technical expertise in a safety/occupational health and safety discipline or related discipline will be highly regarded.

Driver's licence [C-Class] is desirable.

How to Apply: Please submit your application of no more than two pages addressing the selection criteria, and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Wickens (02) 6205 5107 Anthony.Wickens@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

Worksafe ACT

Psychosocial Team

Inspector

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 32675, several)

Gazetted: 14 June 2023

Closing Date: 28 June 2023

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the Work Health and Safety Act 2011 (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

If you have a passion for helping others, an interest in human behaviour, have strong interpersonal skills and would you like to work in a team environment, then you could be the candidate we are looking for. WorkSafe ACT's Psychosocial team is growing, and we have a permanent position available for a candidate with a background and passion for health and safety to fill the role of Inspector (WCO6).

Workplace psychological safety is a rapidly expanding area of work health and safety that is already having significant positive change across a broad range of workplaces. The Psychosocial Inspector at the WCO 6 level has the opportunity to undertake highly rewarding work to enable workplaces to create environments where their workers feel that they can go to work and perform their roles feeling safe.

The Psychosocial Inspector will work as a member of a specialist team, making enquiries and regulating workplaces to ensure psychological safety and compliance is maintained across ACT workplaces. The Inspector provides internal guidance to junior colleagues and undertakes a mentoring approach with other inspectorates at WorkSafe ACT. Using an intelligence-led approaches, the inspector will plan and lead proactive compliance inspections with a preventative focus, undertake reactive complaint inspections to determine compliance, and assist in enforcement actions in relation to legislative requirements. In conjunction with experience or practical knowledge of Work Health and Safety, it is important applicants are able to draw on their understanding of human behaviour when applying the practical aspects of the role. We are looking for applicants that are enthusiastic and people focused, with experience in or across various industries that including injury management, human rights, industrial relations, community/social services, allied health, health services, social science services and psychology. If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply. WorkSafe ACT supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, women, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/Other Requirements:

- Ability to perform the functions of an authorised Inspector in accordance with all relevant legislation, including completion of required mandatory training for Workers' Compensation legislation as a delegated/appointed person/Authorised officer by the WHS Commissioner.
- Diploma in Government (Workplace Inspections) or WHS or equivalent qualification and /or ability to complete requirement within 12 months of commencement.
- Current unrestricted driver's licence.
- Willingness to:
 - o Participate in an after-hours on-call and telephone roster when required.
 - o Wear a uniform.
 - o Participate in programmed after hours compliance activities when required.
 - o Undergo a pre-employment police check.

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

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing how you are our ideal candidate as described in the Position Description. Please also ensure you demonstrate your ability to meet the essential requirements of the position. Applicants should also provide a curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben Palmer (02) 6205 3710 Ben.Palmer@worksafe.act.gov.au

Worksafe ACT

Psychosocial Team

Inspector

Regulatory Inspector 5 (WorkCover Officer 5) \$84,749 - \$89,705, Canberra (PN: 56981, several)

Gazetted: 14 June 2023

Closing Date: 28 June 2023

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

If you have a passion for helping others, an interest in human behaviour, have strong interpersonal skills and would you like to work in a team environment, then you could be the candidate we are looking for. WorkSafe ACT's Psychosocial team is growing, and we have a permanent position available for a candidate with a background or focus on health and safety to fill the role of Inspector (WCO5).

Workplace psychological safety is a rapidly expanding area of work health and safety that is already having significant positive change across a broad range of workplaces. The Psychosocial Inspector has the opportunity to undertake highly rewarding work to enable workplaces to create environments where their workers feel that they can go to work and perform their roles feeling safe. Under general supervision, Psychosocial Inspector will work as a member of a specialist team, making enquiries and regulating workplaces to ensure psychological safety and compliance is maintained across ACT workplaces. Using an intelligence-led approach, the inspector will contribute to the planning of proactive compliance inspections with a preventative focus, while undertaking reactive complaint inspections to determine compliance, and assist in enforcement actions in relation to legislative requirements. In conjunction with experience or practical knowledge of Work Health and Safety, it is important applicants are able to draw on their understanding of human behaviour when applying the practical aspects of the role. We are looking for applicants that are enthusiastic and people focused, with experience in or across various industries that including injury management, human rights, industrial relations, community/social services, allied health, health services, social science services and psychology.

WorkSafe ACT supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

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

How to apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under the Ideal Candidate section of the Position Description. Please also ensure you demonstrate your ability to meet the essential requirements of the position. Applicants should also provide a curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben Palmer (02) 6205 3710 Ben.Palmer@worksafe.act.gov.au

APPOINTMENTS

ACT Audit Office

Audit Manager \$118,489 - \$127,757

Rehan Anjum, Section 68(1), 9 June 2023

ACT Health

Senior Officer Grade B \$135,355 - \$152,377

Jake Docker, Section 68(1), 12 June 2023

ACT Integrity Commission

Administrative Services Officer Class 5 \$84,749 - \$89,705

Carla Brown, Section 68(1), 15 June 2023

Canberra Health Services

Specialist / Senior Specialist, Obesity Management \$199,154.00

Dr Zita Hilvert-Bruce, Section 68(1), 15 June 2023

Senior Officer Grade B \$135,355 - \$152,377

Gulnara Abbasova, Section 68(1), 6 June 2023

Health Professional Level 4 \$114,928 - \$123,710

Jordan Brown, Section 68(1), 12 June 2023

Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Emma McDonnell, Section 68(1), 13 June 2023

Medical Imaging Level 2 \$70,679 - \$97,028

Onesmus Mutegi, Section 68(1), 13 June 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Asmita Paudel Pathak, Section 68(1), 15 June 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Maria Zenitha Vallecera, Section 68(1), 13 June 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Daena Vaz Viegas, Section 68(1), 13 June 2023

Canberra Institute of Technology

Administrative Services Officer Class 2 \$60,620 - \$66,939

Michael Pisciotta, Section 68(1), 13 June 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$76,255 - \$82,566

Sahrinee Chunhajiratthitkarn, Section 68(1), 6 June 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Ashlinn Gorman, Section 68(1), 6 June 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Payal Handa, Section 68(1), 14 June 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Potjaporn Joonlaoun, Section 68(1), 1 June 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

SaiKripa Mohan, Section 68(1), 9 June 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Victoria Paramonov, Section 68(1), 6 June 2023

Senior Officer Grade C \$114,928 - \$123,710

Alex Robertson, Section 68(1), 13 June 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Swathi Sreedhara Gowda, Section 68(1), 14 June 2023

Community Services

Health Professional Level 2 \$70,679 - \$97,028

Georgia Nelson-Tyers, Section 68(1), 12 June 2023

Senior Officer Grade C \$114,928 - \$123,710

Shannon O'Grady, Section 68(1), 8 June 2023

Senior Officer Grade A \$157,201

Fan Zhang, Section 68(1), 30 May 2023

Director of Public Prosecutions

Paralegal Grade 2 \$70,403 - \$76,255

Zuzana Bandziová, Section 68(1), 14 June 2023

Education

Classroom Teacher \$76,575 - \$114,624

Yanjun Zouh, Section 68(1), 17 July 2023

Classroom Teacher \$76,575 - \$114,624

Tessa Alabaster, Section 68(1), 12 June 2023

Infrastructure Officer 2 \$91,428 - \$105,186

Nicole Barnes, Section 68(1), 14 June 2023

School Assistant 4 \$70,028 - \$75,827

Shahenie Burns, Section 68(1), 6 June 2023

School Assistant 3 \$58,404 - \$62,857

Shannen Carter, Section 68(1), 13 June 2023

School Assistant 3 \$58,404 - \$62,857

Samantha Diplock, Section 68(1), 8 June 2023

School Assistant 2/3 \$51,548 - \$62,857

Riley Hawke, Section 68(1), 8 June 2023

School Assistant 3 \$58,404 - \$62,857

Victoria Steele, Section 68(1), 13 June 2023

School Assistant 2/3 \$51,548 - \$62,857

Emilie Wilson, Section 68(1), 8 June 2023

Justice and Community Safety

Administrative Services Officer Class 6 \$91,315 - \$104,509

Harriet Hedger, Section 68(1), 16 June 2023

Transport Canberra and City Services

Bus Operator - Training \$74,582

Frederick Moore, Section 68910, 10 June 2023

Bus Operator - Training \$74,582

Jason Anderson, Section 68(1), 10 June 2023

Infrastructure Officer 3 \$115,193 - \$126,450

Manjunath Banappa, Section 68(1), 7 June 2023

Bus Operator - Training \$74,582

Amarjeet Bassi, Section 68(1), 10 June 2023

General Service Officer Level 3/4 \$53,867 - \$58,825

Eric Ciuffetelli, Section 68(1), 8 June 2023

Canberra Health Services

Samara Duffey

From: Registered Nurse Level 2 \$102,973

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 22193) (Gazetted 14 April 2023)

Mansi

From: Health Service Officer Level 2/3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Canberra Health Services

To: Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Canberra Health Services, Canberra (PN. 24162) (Gazetted 28 February 2023)

Cultural Facilities Corporation

Stephen Carter

From: \$114,928 - \$123,710

Canberra Health Services

To: Senior Officer Grade C \$114,928 - \$123,710

Cultural Facilities Corporation (PN. 1206)(Gazetted 15 June 2023)

Sarah Nash

From: \$100,957 - \$107,000

Canberra Health Services

To: Senior Officer Grade C \$114,928 - \$123,710

Cultural Facilities Corporation (PN. 1206)(Gazetted 15 June 2023)

Justice and Community Safety

Casey Mitchell

From: \$107,887 - \$118,728

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 60831) (Gazetted 20 March 2023)

PROMOTIONS

ACT Integrity Commission

Corruption Prevention and Engagement

Cariad Gardiner

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Integrity Commission

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Integrity Commission, Canberra (PN. 47432) (Gazetted 4 April 2023)

Canberra Health Services

Medicine

Clinical Services

Roseline Ashepet

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. 17526) (Gazetted 22 March 2023)

Clinical Services

Medicine

Kathryn Brooks

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. 61018) (Gazetted 11 April 2023)

CHS Allied Health

Acute Allied Health Services

Amanda Cameron

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. 28639) (Gazetted 1 May 2023)

Women, Youth and Children's Health

Director of Nursing and Midwifery

Paediatric Nursing

Elizabeth Coonan

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 23971) (Gazetted 10 May 2023)

Rehabilitation, Aged and Community Services

Nursing

Inpatient Nursing

Liam Crossman

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. 45153) (Gazetted 19 April 2023)

DELPHIN GIL JERIT

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. 10647) (Gazetted 22 March 2023)

Women, Youth and Children's Health

Louise Hawkins

From: Registered Nurse Level 3.2 \$130,846
Canberra Health Services
To: †Registered Nurse Level 4.1 \$130,846
Canberra Health Services, Canberra (PN. 60400) (Gazetted 27 April 2023)

CHS Clinical Services

Medicine

Renal

Leena Jerry

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. 22273) (Gazetted 1 April 2023)

Clifford Joel

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. 21263) (Gazetted 16 February 2023)

Clinical Services

Surgery

Judith Joseph

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. 20320) (Gazetted 14 April 2023)

Ann Kanapilly

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. 12103) (Gazetted 22 March 2023)

Clinical Services

Mental Health Justice Health , Alcohol & Drug Services

May Letim

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. 42437) (Gazetted 10 May 2023)

Chief Executive Officer

Nursing & Midwifery and Patient Support Services

Kylie McNaught

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Canberra Health Services
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Canberra Health Services, Canberra (PN. 48387) (Gazetted 4 May 2023)

CHS Chief Executive Officer

CHS Medical Services

Pathology

Edward Mwesigye

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. 21277) (Gazetted 16 March 2023)

MAE PALMEJAR

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. 22545) (Gazetted 16 March 2023)

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Dunja Radosavljevic

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. 23844) (Gazetted 1 May 2023)

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental health Services

Harpreet Sandhu

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 31652) (Gazetted 26 April 2023)

Rehabilitation, Aged and Community Services

Nursing

Inpatient Nursing

Monica Mae Santos

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. 22298) (Gazetted 19 April 2023)

Medicine

Gastroenterology & Hepatology

Samson Tella

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. 14079) (Gazetted 3 March 2023)

CHS Clinical Services

Chief Operating Officer

Jadziah Thompson

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services, Canberra (PN. 60589) (Gazetted 21 March 2023)

CHS Clinical Services

Medicine

Renal

Grace Varghese Daniel

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. 22303) (Gazetted 1 April 2023)

Amy Webb

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. 40178) (Gazetted 20 October 2022)

Chief Minister, Treasury and Economic Development

Office of Industrial Relations and Workforce Strategy

Shared Services Finance

Finance Operations

Kallyan Heng

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 07495) (Gazetted 3 April 2023)

ACT Insurance Authority

Financial Services

Binh Lam

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 48095) (Gazetted 7 April 2023)

Office of Industrial Relations and Workforce Strategy

Shared Services Finance

Hui Li

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 18753) (Gazetted 20 April 2023)

Digital, Data and Technology Solutions

Customer Engagement Services Branch

CMTEDD and JACS Embedded ICT Team

Amanjeet Singh

From: Information Technology Officer Class 2 \$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. 01253) (Gazetted 16 October 2022)

Community Services

Communities

Women, Youth, Multicultural Affairs

National Multicultural Festival

Jayne Simon

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Community Services, Canberra (PN. 39135) (Gazetted 17 April 2023)

Education

People, performance and improvement

Tuggeranong Network

Erindale College

Renee Couto

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 32037) (Gazetted 29 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.

Evatt Primary School

Chloe Frost

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 11377) (Gazetted 23 May 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

South Weston Network

Canberra College

Bridget Perman

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

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

Education, Canberra (PN. 58204) (Gazetted 7 June 2022)

Environment, Planning and Sustainable Development

Corporate Services and Operations

Finance Information and Assets

External Budgets

Ruilin Gao

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 48201) (Gazetted 26 April 2023)

Development and implementation

Dinesh Kumar

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Integrity Commission

To: †Senior Officer Grade B \$114,928 - \$123,710

ACT Integrity Commission, Canberra (PN. 47432) (Gazetted 4 April 2023)

Environment

ACT Parks and Conservation Service

Nicholas Thorne

From: Park Ranger 1 \$68,685 - \$73,920

Environment, Planning and Sustainable Development

To: Park Ranger 2 \$76,255 - \$82,566

Environment, Planning and Sustainable Development, Canberra (PN. 13494) (Gazetted 4 May 2022)

Justice and Community Safety

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Giesel Manalo

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 43728) (Gazetted 30 March 2023)

ACT Corrective Services

Custodial Operations

Lisa Morphet

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN: 58266) (Gazetted 23/01/2023)

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Helina Scott

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 49999) (Gazetted 11 April 2023)

Transport Canberra and City Services

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Richmond Henty

From: Infrastructure Officer 4 \$136,524 - \$155,109

Transport Canberra and City Services

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Transport Canberra and City Services, Canberra (PN. 49922) (Gazetted 28 April 2023)

City Services

Infrastructure Delivery and Waste

Zhaoxin Zhang

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
Transport Canberra and City Services, Canberra (PN. 00630) (Gazetted 20 December 2022)

CORRIGENDA

Canberra Health Services

Permanent appointment for Larissa Maggs gazetted 01/06/2023, date of effect should be 22/06/2023.