



ACT Government Gazette

Gazetted Notices for the week beginning 14 December 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

Research, Programs and Scientific Services

Health Promotions and Grants

Project Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 22564, several)

Gazetted: 15 December 2023

Closing Date: 12 January 2024

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 Research, Programs and Scientific Services Branch is seeking a Project Officer to fill a temporary position in the Health Promotion and Grants section, with the possibility of extension and/or permanency. In addition, this selection process may be used to fill other positions.

The Research, Programs and Scientific Services 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.

We are 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, procurement activities, 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.

Notes: This is a temporary position available from 04 February 2024 until 01 August 2024 with the possibility of extension and/or permanency.

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

How to apply: Please provide a two-page pitch outlining your experience against the Capabilities from the Position Description, along with a copy of your curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Johnson (02) 5124 9860 Natalie.Johnson@act.gov.au

Infrastructure Communication and Engagement

Infrastructure Client Services

Assistant Director Programs and Procurement

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 20529)

Gazetted: 15 December 2023

Closing Date: 22 December 2023

Details: The Program and Procurement Manager, Infrastructure Client Services will, under the direction of the Senior Director, co-ordinate ACT Health's accommodation planning, undertake procurement, contract management. Are you process driven with strong communication skills and the ability to liaise and negotiate effectively with a broad range of stakeholders.

Note: This is a temporary position available from 8 January 2024 until 30 June 2024 with the possibility of permanency.

Selection may be based on application and referees reports only.

How to Apply: Please provide a two-page application addressing the Selection Criteria. Two referees' will be required.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Paul Bink 0466935437 Paul.Bink@act.gov.au

Digital Solution Division

Technology Operations

Technical Services Hub

Technical Specialist, SQL Databases

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

Gazetted: 15 December 2023

Closing Date: 29 December 2023

Details: Under the close/general/limited/broad direction of Lead Technical Specialist, you will:

Performing traditional SQL DBA activities for underlying SQL RDBMS systems.

Makes recommendations to enhance storage and data protection strategies for very large databases.

Scheduling and monitoring the recurring system processes.

Installing, configuring, maintaining, and upgrading the ETL console, cubes, and web servers in accordance with the ACT Health change and release management policies and processes.

Collaborating with other Technical Specialists, Epic and other third-party providers to ensure proactive support and responsive issue resolution.

Installing and maintaining the administrative and monitoring tools necessary for high levels of availability and performance of the system databases and ETL consoles.

Maintaining and testing processes related to business continuity.

Engaging in environment capacity planning exercises to ensure adequate system resources and responsive system.

Responding to emergency and after-hours issues.

Undertaking other duties appropriate to this level of classification that contribute to the Division and Directorate.

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

How to apply: Please submit a maximum two page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Glenn Loughton (02) 5124 2379 Glenn.Loughton@act.gov.au

Digital Solutions Division

Technology Operations

Critical Systems & Infrastructure Hub

ICT Infrastructure Project Manager

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39922)

Gazetted: 19 December 2023

Closing Date: 2 January 2024

Details: The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic Project Managers to assist the delivery of ACT Health's ICT infrastructure program of work. You will manage the design, planning, installation and operational commissioning of all things ICT for new and refurbished public health facilities for the ACT Health Directorate and Canberra Health Services (CHS).

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate and Canberra Health Services. Apply to work with us to enable exemplary person-centred care through digital innovation.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

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

Note: This is a temporary position available from 8 January 2024 for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a maximum three-page pitch providing examples demonstrating your suitability against the Selection Criteria section of the Position Description. Please also provide a current curriculum vitae, including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grant Clark (02) 5124 9028 Grant.Clark@act.gov.au

Digital Solutions Division

Technology Operations

Critical Systems & Infrastructure Hub

Infrastructure Project Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 61314)

Gazetted: 18 December 2023

Closing Date: 1 January 2024

Details: The Digital Solutions Division is looking to hire suitably qualified and energetic ICT Infrastructure Project Officers to assist with the delivery of ACT Health's ICT infrastructure program of work.

You will assist with the project delivery and operational commissioning of all things ICT for new and refurbished public health facilities for the ACT Health Directorate and Canberra Health Services (CHS).

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate and Canberra Health Services. Apply to work with us to enable exemplary person-centred care through digital innovation.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

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

Note: This is a temporary position available immediately 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: Please submit a maximum three-page pitch providing examples demonstrating your suitability against the Selection Criteria section of the Position Description. Please also provide a current curriculum vitae, including two referees.

Applications should be submitted via the Apply Now button below.
Contact Officer: Nicole Wang (02) 6205 2392 Nicole.Wang@act.gov.au

Population Health Division
Research, Programs and Scientific Services Branch
Health Promotion and Grants
Assistant Director
Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 12955)

Gazetted: 18 December 2023

Closing Date: 5 January 2024

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 Research, Programs and Scientific Services Branch is seeking an Assistant Director to fill a temporary position in the Health Promotion and Grants section, with the possibility of extension. In addition, this selection process may be used to fill other positions.

The Research, Programs and Scientific Services 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.

We are seeking applications from highly motivated individuals, who will think strategically, collaborate with others, and provide leadership and supervision to Health Promotion and Grants staff. 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 and evaluation. We are looking for proactive and passionate people who can lead tasks and people in projects and program delivery which target ACT government health promotion priorities.

The role will involve undertaking research, project or program management, program evaluation and/or management of the ACT Health Promotion Grants Program. The position will also provide high level advice and respond to emerging health issues and priorities.

Note: This is a temporary position available February 2024 for a period of 3 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a two-page pitch outlining your experience against the capabilities from the Position Description, along with a copy of your curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Natalie Johnson (02) 5124 9860 Natalie.Johnson@act.gov.au

Population Health Division
Research, Programs and Scientific Services
ACT Government Analytical Laboratories
Analytical Chemist
Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 24699, Several)

Gazetted: 18 December 2023

Closing Date: 18 January 2024

Details: The ACT Government Analytical Laboratory is seeking to recruit qualified individual(s) to conduct work to support the operations of the Environmental Chemistry Unit. The Unit maintains the ACT's ambient air monitoring network to fulfil the Territory's requirements under the Ambient Air National Environment Protection Measure.

The Unit also carries out asbestos identification in bulk materials. The Unit is accredited to ISO 17025.

Responsibilities include conducting instrument analysis, calibration and maintenance work at the ACT Government's air quality monitoring stations and laboratory, and quality assurance and control activities to maintain the Unit's quality system and accreditation to ISO 17025. Additional work, as required, includes asbestos identification in bulk materials to Australian Standard 4964, chemical and/or other analyses, and other defined projects. The role involves preparing reports and correspondence, and as required, assisting in the development of methodology and techniques and liaison with or provision of advice to directorate staff and other government directorates/authorities.

This advertisement is for two positions; one is a permanent position and the other a temporary position until 24 December 2024.

Eligibility/Other requirements:

A degree in science is essential, with a major in Chemistry desirable.

A valid driver's licence (Class C) is highly desirable.

A knowledge of modern computer programming and/or handling of data using modern computer software is desirable but not essential.

Note: There are several temporary positions available 28 January 2024 to 24 December 2024 with the possibility of extension up to 12 months and/or permanency.

How to Apply: Please submit a written application, responding to the required selection criteria, a current curriculum vitae, listing two referees and their contact details.

Providing specific evidence-based examples of your experience will show the selection panel that you understand the position requirement and that your capabilities will enable to perform well in the role.

Ensure your examples to the Selection Criteria address all the points listed under the two headings

Professional/Technical Skills and Knowledge, and Behavioural Capabilities. You don't have to have a separate answer for each point – one example that covers all the points is acceptable. However, if you feel you need to provide more than one example to cover each of the points adequately that is OK too.

For further information on preparing your application, please refer to APPLICANT INFORMATION KIT.

Applications should be submitted via the Apply Now button.

Contact Officer: Swarup Chatterjee (02) 5124 9139 Swarup.Chatterjee@act.gov.au

Canberra Health Services

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

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

North Canberra Hospital

Allied Health and Palliative Care

Senior Dietitian - Health Professional Level 3

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: LP7142 - 02FAE)

Gazetted: 14 December 2023

Closing Date: 5 January 2024

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the role:

We are looking for a senior clinical dietitian at the HP3 level to join our busy and innovative nutrition and dietetics team. Caseloads may include medical, stroke, surgical, critical illness, mental health, palliative care and frail aged. The position works within a dynamic multidisciplinary team and has strong professional support.

Under limited direction of the Director Dietetics and Nutrition, you will:

- Exercise independent professional judgement and perform novel, complex or critical work to provide a high level of appropriate skilled clinical assessment and interventions across a range of specialised areas.
- Consult and liaise with relevant individuals and other service providers to facilitate effective service provision and improve clinical outcomes for patients.
- Complete clinical and administrative data collection and evaluation to high standards.
- Participate in the development, analysis, evaluation and planning of Nutrition team and program related services throughout NCH, as required.
- Participate in implementation and co-ordination of clinical governance activities, quality improvement projects, research programs and health promotion in areas relevant to the service.

Participate in supervision, continuing professional development and performance appraisal and development.

- Provide professional supervision, teaching and training to other staff and students, as directed.
- Undertake other duties as directed, appropriate to a HP3 and within the approved scope of clinical practice ensuring the delivery of person centred, safe and high quality patient care.

About you:

To be successful in this role you will have a strong focus on providing safe, high quality nutrition and dietetic services while working as an effective team member, maintain standards of documentation, reporting and data management, participate in nutrition education programs, professional development, student supervision, staff appraisal, evidence-based practice and quality improvement activities. You will be an enthusiastic dietitian wanting to become part of a committed and supportive team.

Mandatory

- Relevant undergraduate or postgraduate qualification in Nutrition and Dietetics and a minimum of 3 years experience working professionally in Nutrition and Dietetics.
- Eligible for membership of Dietitians Australia (DA), and eligible to hold the Accredited Practising • Dietitian (APD) credential.
- Hold a current driver's licence.

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

- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 6 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Judith Williams 02 62016062 judith.williams@act.gov.au

CHS Clinical Services

Chief Operating Officer

Administration Officer - Gastroenterology and Hepatology Unit

Administrative Services Officer Class 2 \$64,744 - \$71,126, Canberra (PN: 15220 - 02FEP)

Gazetted: 18 December 2023

Closing Date: 10 January 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

- Inpatient care of patients with gastroenterological and diseases.
- Consulting service.
- Endoscopic procedures.
- Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and
- Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position provides administrative support to Division of Medicine Gastroenterology and Hepatology Unit (GEHU) outpatient department. Under general direction of the Office Manager and Administration Manager you will be responsible for providing support to the operations of the outpatient clinic, booking, and scheduling of patient appointments, and providing a high level of customer service to the GEHU Department.

For more information regarding the position click here for the Position Description.

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

- Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 6 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Alexandra Bowman Raath (02) 5124 8595 Alexandra.BowmanRaath@act.gov.au.

North Canberra Hospital

Allied Health & Palliative Care

Senior Occupational Therapist-- Mental Health

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: LP7612 - 02FG3)

Gazetted: 19 December 2023

Closing Date: 3 January 2024

Details: What can we offer you:

City living without the traffic – click her to see why you should live in Canberra.

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About you:

Requirements/Qualifications:

Mandatory

Current registration with the Occupational Therapy Board of Australia via AHPRA.

Full unconditional Australian Driver's licence, or recognised international equivalent.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record

and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Michael Malcomess N/A michael.malcomess@calvary-act.com.au

CHS Clinical Services

Medicine

Nurse Level 1 - Registered

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 12542, Several - 02FG7)

Gazetted: 19 December 2023

Closing Date: 10 January 2024

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Scholarships for education support

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

About the Role:

The Division of Medicine is seeking applications from Registered Nurses to backfill permanent and temporary positions. The Division of Medicine consists of Coronary Care Unit, Gastro Ward, Cardiac Catheter Lab; Respiratory, Cardiac, Rheumatology & Endocrine ward; Neurology and Infectious Diseases ward incorporating a 4 bed Acute Stroke Unit; Renal ward and Haemodialysis unit.

Please note that the Division of Medicine offers sponsorship and a one-off relocation allowance.

For more information regarding the position duties click here for the Position Description.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Zivai Maburuse 0422 280 169 zivai.maburuse@act.gov.au

CHS Clinical Services

Rehabilitation, Aged and Community Services

Executive

Administrative Service Officer - Rehabilitation Aged and Community Services

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 28630, several - 02FF7)

Gazetted: 19 December 2023

Closing Date: 7 January 2024

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of

settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the University of Canberra Hospital.

Working across multiple sites the RACS Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high-quality customer service and patient care.

For more information regarding the position click here for the Position Description.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Haider Rana (02) 5124 8303 Haider.rana@act.gov.au

CHS Clinical Services

Surgery

Intensive Care Unit

ICU Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 39884, several - 02FDU)

Gazetted: 19 December 2023

Closing Date: 31 January 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Scholarships for education support

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

About the Role:

Are you looking for an exciting and rewarding opportunity with Team CHS?

The Intensive Care Unit is seeking suitability qualified applicants. CHS, ICU is the single tertiary teaching hospital for the ACT and surrounding NSW region. Come work in a growing hospital that cares for patients with a wide variety of health needs. 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 to care for the community within Canberra and surrounding regions.

For more information regarding the position duties click here for the Position Description.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kayla Bezuidenhout 0478 302 088 kayla.bezuidenhout@act.gov.au

North Canberra Hospital

Allied Health and Palliative Care

Nurse Level 3 Grade 1 - Registered

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: LP8467 - 02FGB)

Gazetted: 20 December 2023

Closing Date: 3 January 2024

What can we offer you:

City living without the traffic – click her to see why you should live in Canberra.

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the role:

Under limited direction of the Assistant Director of Nursing you will maintain Educational Excellence within the Clare Holland House.

Provide educational leadership through the coordination and delivery of training and assessment programs for nursing staff. Provides oversight, direction and guidance for nursing education.

Develop, implement and evaluate quality evidence based-practice clinical education and assessment processes. Ensure programs meet the National Safety Quality Healthcare Standards education requirements.

In collaboration with the Clinical Nurse Consultants and Clinical Development Nurse, collect and provide data on staff completion of education in particular Intermediate Life Support training, attendance at scenario based training and Basic Life Support training. Conduct regular reviews assessing whether the education provided to the Clare Holland House team is meeting the requirements.

Participate in, and advocate for quality improvement and research in education. Conduct quality projects, reporting, and accreditation projects to analysis performance and develop systematic efforts to improve. Risk manage and benchmark education programs.

Provide professional and clinical education through role modelling, consultation and communication. Establish and maintain excellent professional relationships within ACT Health, external organisations, professional bodies and other groups as required. Role model effective written, verbal and nonverbal communication processes. Collaborate with the CNC on education needs for staff and performance development.

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

About you:

Requirements/Qualifications:

Mandatory:

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

Desirable:

Post graduate qualifications in nursing, education or related field.

Recent relevant experience in Education.

Current driver's licence.

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

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

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

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

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for a period of up to 24 months.

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

Contact Officer: Angela Devlin angela.devlin@act.gov.au

CHS Clinical Services

Rehabilitation, Aged and Community Services

Client Support Services

Equipment Loan Services Officer

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992), Canberra (PN: 20078 - 02FGC)

Gazetted: 20 December 2023

Closing Date: 4 January 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of

settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, Independent Living Centre, and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values of Reliable, Progressive, Respectful and Kind. RACS work collaboratively with patients, their carers and other services within and external to CHS. The Equipment Loan Service team is responsible for effective and efficient delivery, collection, cleaning, and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high-quality customer service and client care.

For more information regarding the position click [here](#) for the Position Description.

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.

For more information on this position and how to apply “[click here](#)”

Contact Officer: Carmen Connellan (02) 5124 1065 Carmen.Connellan@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice health Services

Clinical Nurse Consultant - Custodial Mental Health

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 34421 - 02FFO)

Gazetted: 20 December 2023

Closing Date: 3 January 2024

Details: What can we offer you:

- City living without the traffic – [click here](#) to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

This is an exciting opportunity to join the collegial Custodial Mental Health Service, within Forensic Mental Health Services (FMHS). FMHS core business is to deliver high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth, and adult custodial facilities, off campus community liaison, and court settings. The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

As the Clinical Nurse Consultant with Custodial Mental Health Services, you will be provided with support to access specialist clinical supervision as well as specialist training and education activities. You will be supported to maintain continuing professional development requirements and have the opportunity to work with a collaborative multidisciplinary team.

FMHS is one united service with three distinguishable, yet integrated service components as follows:

- FMHS Forensic Consultation and Intervention Service (FoCIS) including:
 - Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)
- FMHS Mental Health Court Assessment and Liaison Service (MHCALS)
- FMHS Custodial Mental Health (CMH) including:
 - CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)
 - CMH – Adult at the Alexander Maconochie Centre (CMH – A)

Custodial Mental Health (CMH) provides multidisciplinary, community equivalent, mental health care to detainees experiencing moderate to severe mental illness and those at risk of self-harm and suicide in the ACT’s two custodial centres, the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). CMH operates a 7-day service including public holidays.

Custodial allowance applies (Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions).

For more information regarding the position click here for the Position Description.

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 temporary position available for a period of 8 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Lauren Hendry (02) 5124 1813 Lauren.J.Hendry@act.gov.au.

CHS Clinical Services

Cancer and Ambulatory Services

Cancer Services

Radiographer - BreastScreen ACT

Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: C13675 - 02FB7)

Gazetted: 20 December 2023

Closing Date: 4 January 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to ACT resident women over 40 years. The target age group being women aged between 50 and 74 years.

BreastScreen ACT provides screening at three sites located at the Canberra City, Phillip, and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. As a Radiographer, you will perform routine mammographic screening along with the opportunity to become involved in assessment procedures. You will need to exercise independent judgement to perform routine screening mammograms in a digital environment.

We would love to have you join a great team in a dynamic workplace environment.

For more information regarding the position click here for the Position Description.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

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

Contact Officer: Julianne Siggins (02) 5124 1826 Julianne.Siggins@act.gov.au.

Surgery

Specialist 1-5 / Senior Specialist - Ophthalmology

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 55198 - 02FFR)

Gazetted: 18 December 2023

Closing Date: 1 January 2024

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at ENTERPRISE AGREEMENTS

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

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

A staff specialist ophthalmologist position is available at Canberra Hospital and Health Services. The position would be suitable for a Canberra based ophthalmologist with postgraduate vitreoretinal surgery training (at least 12 months surgical retina fellowship), and involves providing regular outpatient services, elective and urgent surgery, and contributing to the on-call roster. The department of ophthalmology provides tertiary level surgical care to the ACT and region, and the successful applicant is required to demonstrate training, experience and competence in the management of complex vitreoretinal pathology including trauma, advanced diabetic eye disease and lens surgery requiring a vitreoretinal approach.

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

Duties:

Under limited direction you will:

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

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

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

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

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

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

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

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

For more information about this role and how to apply, please click here to see the Position Description.

Contact Officer: Melissa Warylo 51240931 Melissa.Warylo@act.gov.au

**CHS Finance and Business Intelligence
FBI Operations**

Health Information Services

Project Manager - Health Information Services Archival Records

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 43848 - 02FG6)

Gazetted: 20 December 2023

Closing Date: 27 December 2023

Details: What can we offer you:

- City living without the traffic – [click here](#) to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The CFO Division is responsible for developing and maintaining budgets, providing strategic financial advice, procurement and supply, and operational reporting across the health service. Additionally, the CFO Division includes the Health Information Services (HIS) team, which provides a range of services including:

- Provision of health records and personal health information for patient care, research, quality improvement, education, and medicolegal purposes.
- Clinical record scanning and management of paper and electronic health records.
- Clinical coding and casemix data generation.
- Patient identifier management.

The Project Manager (SOGB) is a temporary role within our organisation that reports to the Senior Director who leads Health Information Services within CFO Division. The role has responsibility for the delivery of a decentralised health records project which will reduce hard copy clinical records across CHS as well as management of the Community-based Record Unit.

We are seeking an experienced project manager with extensive health record management experience. The successful candidate will have strong organisational skills, be self-motivated, and display sound judgement. The role will require you to work autonomously and meet deadlines to deliver high-quality outcomes.

For more information regarding the position [click here](#) for the Position Description.

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

- Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 24 months with the possibility of extension up to less than 12 months and/or permanency.

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

Contact Officer: Kerri McGufficke (02) 5124 3326 kerri.mcgufficke@act.gov.au.

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Health Infrastructure Program

Project Director - Infrastructure Manager/Specialist 2 - HIP Project Delivery

Infrastructure Manager/Specialist 2 \$187,632, Canberra (PN: 62467 - 02FGX)

Gazetted: 15 December 2023

Closing Date: 22 December 2023

What can we offer you:

City living without the traffic – [click here](#) to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure planning and 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 Director role will report to the Executive Group Manager and undertake key activities to support planning, business case development and decanting activities associated with the Canberra Hospital

redevelopment. The role will require working in close collaboration with ACT Health Directorate and infrastructure delivery partners, Major Projects Canberra.

The Project Director will be responsible for management oversight and coordination of several critical project components for CHS, ensuring that they are planned and delivered to agreed timeframes, scope, and budget. This will include consideration of staging requirements to ensure the progressive decoupling of building services from buildings proposed for redevelopment whilst minimising impacts to clinical services from operating within a live hospital environment. Similarly, it will include the physical connections to new buildings to allow ease of access for patients, staff, and visitors. A key element will be engaging with internal and external stakeholders, and managing stakeholder expectations to ensure agreed project outcomes are delivered.

Please

note: previous applicants need not to reapply to this position.

For more information regarding the position duties click here for the Position Description.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Colm Mooney (02) 5124 9796 Colm.Mooney@act.gov.au

North Canberra Hospital

Allied Health and Palliative Care

Advance Practice Physiotherapist Musculoskeletal Clinical Lead -Health Professional Level 5

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 602506 - 02FAO)

Gazetted: 14 December 2023

Closing Date: 12 January 2024

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

About the Hospital.

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the role:

Physiotherapy within Allied Health, North Canberra Hospital, provides services to a range of clients in the Emergency Department, acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health professionals and multidisciplinary teams to achieve safe, high quality patient care.

Physiotherapists play a key role in the multidisciplinary management of patients across the care continuum. This position works in collaboration with the physiotherapy and multidisciplinary team to deliver services, supporting patient flow and maximising patient outcomes.

Advance Practice Physiotherapy positions will support the delivery of extended hours of service provision and expertise in the Emergency Department. This HP5 position is new, and provides an excellent opportunity to lead advance practice physiotherapy service development within the Emergency Department setting.

This role will provide musculoskeletal clinical expertise and support the orientation, education, and assessment of competency for advance practice physiotherapy staff, and support education /professional growth of physiotherapy and emergency department staff.

You will play a key role in delivering high quality patient centred care and associated functions to progress advance practice physiotherapy service delivery and development.

Clinical supervision and professional development is provided through team structures, supervision support, competency based assessments and professional development opportunities.

You will be required to participate in shift, overtime, and/or restricted on-call rosters. Part time hours will be considered. A merit pool will be developed from this round and may be used to fill vacancies which occur over the next 12 month

Under limited direction of the Director of Physiotherapy you will perform the following duties as the Advance Practice Physiotherapist. You will:

- Provide advanced high level advanced clinical expertise and practice across a range of clinical areas, but not limited to, the Emergency Department and Orthopaedic Outpatients.
- Demonstrate highly effective communication with patients and carers, the treating team and internal and external stakeholders.
- Demonstrate responsibility for providing high level professional leadership to internal and external stakeholders within their specific area of expertise.
- Lead change through service-wide research, quality assurance, workforce development, service improvement activities and implement evidence based practice to meet organisational priorities and requirements.
- Lead, coordinate and evaluate professional development education and supervision activities that facilitate learning and development for inter-professional staff and students.
- Contribute to planning, development and allocation of resources to support service delivery aligned with organisational priorities.
- Participate in supervision, credentialing, continuing professional development and performance management.
- Undertake other duties as directed, within approved scope of clinical practice ensuring the delivery of high quality, safe, person and family centred patient care.

About you:

Requirements/Qualifications:

Mandatory

- Tertiary qualifications (or equivalent) in Physiotherapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Post-Graduate Master's Level qualification in relevant clinical field.
- Completion of an Advanced Practice Musculoskeletal physiotherapy training pathway (a substantive advanced training pathway should include, but not be limited to radiology, advanced clinical practice, leadership, research methods and evidence based practice, pharmacology) or recognised postgraduate qualification (e.g. graduate diploma extended scope physiotherapy).
- Minimum of 5 years clinical experience post entry level qualifications and minimum of 3 years' experience in relevant specialist area.
- 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

- 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:

- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

For more information on this position and how to apply “click here”
Contact Officer: Jeanie Weber 02 62016194 jeanie.weber@act.gov.au

Emergency Department Health

Registered Nurse Level 2 - Emergency Department

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 24589, several - 02FD5)

Gazetted: 14 December 2023

Closing Date: 31 January 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Scholarships for education support

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

About the Role:

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community based health services, to the Australian Capital territory (ACT) – a catchment area including Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley serving approximately 650,000 people.

Annually, the Emergency Department can have up to and more than 85,000 presentations.

CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650,000.

Nurses at this level provide an advanced level of nursing care. They are able to function as a team leader and can promptly respond to rapidly changing situations while ensuring staff and patient safety, in collaboration with multi-disciplinary team.

The activities required of this role includes clinical, leadership, education, work health and safety and quality improvement. Nurses at this level accept accountability for their own practice standards, participate in team building and decision making; and support less experienced staff in the clinical area.

For more information regarding the position duties click here for the Position Description.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Julie Allan (02) 5124 3753 Julie.Allan@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice health Services

Administration and Data Manager - Justice Health Services

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 22044 - 02FDJ)

Gazetted: 14 December 2023

Closing Date: 1 January 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Justice Health Services (JHS) is part of the Division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS). JHS provides high quality primary health care to people involved with, or at risk of becoming involved with, the criminal justice system. People can access these services through the Alexander Maconochie Centre (AMC) or Bimberi Youth Justice Centre (BYJC).

Under the limited direction of the Operational and Clinical Directors, the Administration and Data Manager will be an active member of the leadership team and will play a key role in providing day to day effective support and advice on all matters relating to the effective governance of JHS.

The Administration and Data Manager will be responsible for the overall management and leadership of the administrative staff for JHS, and functions including financial and human resource related tasks. The Administration and Data Manager is responsible for supporting ready access to quality data and information for clinical decision making, performance monitoring of business activity, executive correspondence, data reporting, and legal and organisational compliance.

Please note: Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the Position Description.

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 11 months with the possibility of extension and/or permanency.

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

Contact Officer: Gillian Sharp (02) 5124 2785 Gillian.Sharp@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Executive Director of Medical Services

Senior Client Services Librarian - Medical Library

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 56915 - 02FA9)

Gazetted: 14 December 2023

Closing Date: 12 January 2024

Details: What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

CHS Library & Multimedia sits within Medical Services, it provides modern, digital, client focused services and up-to-date, evidence-based, reliable, relevant, and respected, client driven resources and multimedia artifacts, supporting people-centred care, and the research, teaching and training priorities of CHS. Our goal is to continually evolve our services through ongoing co-creation with our clients to ensure favourable online and face-to-face experiences. Library & Multimedia staff are one person removed from the patient.

The position contributes to the success of CHS by providing access to, curating, researching evidence-based medicine and training clients in the use and interpretation of such information. Library & Multimedia staff are one person removed from the patient.

Please note: Processing of outcomes will not commence until the New Year.

For more information regarding the position click here for the Position Description.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Michelle Woodcroft (02) 5124 2588 Michelle.Woodcroft@act.gov.au

North Canberra Hospital

Medical & Mental Health

MAPU - Senior Resident Medical Officer 1-3

Senior Resident Medical Officer 1-3 \$99,996 - \$122,359, Canberra (PN: LPL046 - 02FFM)

Gazetted: 14 December 2023

Closing Date: 9 January 2024

Details: What can we offer you:

City living without the traffic – Click here to see why you should live in Canberra

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval)

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS) This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

The Senior Resident Medical Officer (SRMO) is a hospital specific medical officer training in adult internal medicine, and Medical Assessment Planning Unit (MAPU) and ambulatory care service. MAPU provides multidisciplinary assessment, care and treatment of acutely ill medical patients, with a predicted length of stay of 48-72 hours. We are seeking a SRMO who is unaccredited and interested in pursuing a career in General Medicine who wish to further their exposure in adult internal medicine. SRMO's will undertake duties in the care and treatment of patients in various departments.

Under limited direction of the registrar and consultants, you will perform multidisciplinary assessment, care and treatment of acutely ill medical patients, You will:

Help resuscitate, assess and admit acutely sick medical or surgical patients under the supervision of a registrar or consultant.

Participate in the daily multidisciplinary meeting where relevant.

Participate in meetings and education sessions as scheduled

Maintain medical records in accordance with hospital policy and requirements in a timely fashion, including instituting and maintaining discharge summaries

Ensure diagnosis / problem / issue lists are kept up to date and entered into My Digital Health Record prior to transfer

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

What you require:

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

Evidence that the applicant's clinical experience, skills and personal attributes will assist in the development and implementation of the RACP BPT Curriculum.

Demonstrated high-level communication and interpersonal skills.

Demonstrated commitment to teaching and training and to participate in related education activities.

Demonstrated commitment to clinical governance relevant to the practice of acute hospital medicine including but not limited to audits, research, education and training.

Demonstrates 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

Mandatory

Relevant qualifications and a minimum of 2 years' experience working professionally in adult internal medicine.

Experience in adult emergency medicine is also desired

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

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

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

Desirable

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

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

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.

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

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

Contact Officer: Kim McNeilly N/A Kim.McNeilly@calvary-act.com.au

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Project Officer Interpreter Services - Administrative Service Officer 6 - Social Work

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 63073 - 02FGT)

Gazetted: 15 December 2023

Closing Date: 22 December 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

This exciting position will be responsible for the design and implementation of Interpreter Services model of care for Canberra Health Services. The successful applicant will work with key stakeholders to establish a central access point for consumers and staff.

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

The Project Officer, Interpreter Services is responsible for developing and implementation of the Interpreter Services model of care at CHS. The Project Officer will be tasked with:

Design of the future model of interpreter services at CHS including working with key stakeholders in developing the model.

Establishing the model of care with a central access point for consumer and staff to arrange, manage, and book interpreting services,

Developing and implementing administrative processes including processes to monitor performance including accessibility, usage, and expenditure.

Evaluating the model of care and providing advice on further opportunities for improvement.

Please note: previous applicants need not re-apply for this position.

For more information regarding the position duties click here for the Position Description.

Please note 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 & vaccination processes against specified infectious diseases.

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

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

Contact Officer: Sue Cooper (02) 5124 2316 Sue.Cooper@act.gov.au

Cardiology

Cardiac Catheter Laboratory - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 24073, several - 02FDE)

Gazetted: 15 December 2023

Closing Date: 31 January 2024

Details: What can we offer you:

City living without the traffic – [click here to see why you should live in Canberra.](#)

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Scholarships for education support

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

About the Role:

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 Cardiac Catheter Laboratory is a part of the Cardiology services at the Canberra Hospital, providing diagnostic and interventional coronary care for emergent and elective patients.

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.

For more information regarding the position duties [click here for the Position Description.](#)

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Alison Baldwin (02) 5124 3691 Alison.Baldwin@act.gov.au

Facilities Management

Project Manager Minor Works

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 54069 - 02FDF)

Gazetted: 15 December 2023

Closing Date: 5 January 2024

Details: What can we offer you:

- City living without the traffic – [click here to see why you should live in Canberra.](#)
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Infrastructure and Health Support Services, Facilities Management (FM) Branch have a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

FM 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 continue to have the right skills to help us meet our vision and deliver on our strategic objections. 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 Portfolio.

The Minor Works Project Manager reports directly to the Director Minor Works Delivery and Off-Site Facilities and works in a small team of other Project Managers. The position also works in close liaison with other senior staff in the Facilities Management Branch, the broader CHS Directorate, and other ACT Government Directorates.

The Minor Works Project Manager will be responsible for managing several capital infrastructure projects, ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various CHS Facilities. Accurate project reporting is vital, with monthly finance and program updates required to ensure that key projects milestones and performance indicators are being met.

The Minor Works Project Manager will be required to engage with a diverse range of stakeholders and manage their expectations to deliver agreed project outcomes. A key component of stakeholder management will be the responsibility for conducting high level interface and coordination between FM, consultants, contractors, other CHS operational support teams and Clinical Service Delivery areas. This will involve communication between various stakeholders, clear documentation of project scope requirements, coordination of multiple project activities, ensuring clinical services are not affected and managing shutdowns or interruptions to infrastructure services required on projects.

When relevant, the position will utilise processes and strategies utilised by IHSS to facilitate quality, integrated and efficient service delivery, and assist in developing new processes and strategies where required.

For more information regarding the position duties click here for the Position Description.

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

- Undergo a pre-employment National Police Check.

Contact Officer: Scott Harding 0411 251 710 Scott.Harding@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Territory Wide Mental Health Services

Nurse Level 2 - Registered

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 63651 - 02FCQ)

Gazetted: 15 December 2023

Closing Date: 5 January 2024

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Scholarships for education support
- Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

About the Role:

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time.

AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles of the Adult Community Mental Health Services ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams.

For more information regarding the position duties click here for the Position Description.

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

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

Note: This is a temporary position available for a period of 11 months with the possibility of extension up to less than 12 months and/or permanency.

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

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

CHS Finance and Business Intelligence

FBI Operations

Health Information Services

Research and Quality Manager - Administrative Service Officer 6 - Health Information Services

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 19710 - 02FGR)

Gazetted: 15 December 2023

Closing Date: 22 December 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The CFO Division is responsible for developing and maintaining budgets, providing strategic financial advice, procurement and supply, and operational reporting across the health service. Additionally, the CFO Division includes the Health Information Services (HIS) team, which provides a range of services including:

Provision of health records and personal health information for patient care, research, quality improvement, education, and medicolegal purposes.

Clinical record scanning and management of paper and electronic health records.

Clinical coding and casemix data generation.

Patient identifier management.

This position is responsible for the provision of morbidity data and clinical records for research projects, audits, and quality assurance activities. The position is involved in the Junior Medical Officer (JMO) Orientation program and will also liaise closely with the Australian National University Medical School in the training of medical students.

This position manages the Discharge Summary Liaison Officer(s) to ensure timely completion and discharge summaries.

As part of the HIS management team, this position is also responsible for assisting in the overall management of the Health Information Service, including assistance with internal quality activities and the on-going maintenance of relevant policies and procedures.

Please note: previous applicants need not to reapply for this position.

For more information regarding the position duties click here for the Position Description.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Robyn Lunt (02) 5124 3331 robyn.lunt@act.gov.au

Registered Nurse Level 2 - Paediatric Care Navigator

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

Gazetted: 19 December 2023

Closing Date: 4 January 2024

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Scholarships for education support

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

About the Role:

The Paediatric Liaison and Navigation Service (PLaNS) 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.

The service sits within the CHS, Integrated Care Program, Patient Navigation with the role reporting to the Operational Manager of Patient Navigation. The role provides a central point of intake for families seeking information, navigation and coordination within child and adolescent health services. It champions the role of this service and actively advocate and educate colleagues and other services about the needs of consumers for navigational support.

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.

For more information regarding the position duties click here for the Position Description.

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 temporary position available for a period of six to twelve months with the possibility of extension and/or permanency.

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

Contact Officer: Phyo Courtis phyo.courtis@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

CIT Education and Training Services

CIT Pathways College

CIT Student Support

Mentor for Students

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 41215, several)

Gazetted: 15 December 2023

Closing Date: 8 January 2024

Details: Are you passionate about helping people?

The CIT Student Support team is expanding to meet the needs of students. We are seeking to fill multiple vacancies as mentors for students, commencing in 2024.

WHAT DO WE WANT?

CIT Student Support is seeking calm, capable, enthusiastic, and flexible candidates to fill multiple vacancies. We have permanent and temporary positions for Mentors for Students of varying hours per week. Starting periods vary from the end of January to mid-February 2024.

WHAT WILL YOU DO?

As a Mentor for Students, you will be responsible for helping students across a range of CIT programs, including apprentices/trainees, and targeted student groups, including Fee Free TAFE. The roles may require working across CIT locations.

This work aims to support students with both their study and personal issues, advising, and referring students to appropriate services and tutoring.

If you are passionate about helping students succeed and you meet the mandatory requirements below, we encourage you to apply for these exciting opportunities.

ability to interpret policies, procedures and legislation that applies to the public transport in the ACT.

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

Eligibility/Other requirements: WHAT DO I NEED?

Applicants need to possess the ability to be flexible, engage well with diverse people, with a wide range of competing demands, and work to identified needs in the department/s you are placed in. Experience working in the Vocational Education and Training (VET)/CIT environment and specific industry areas is an advantage.

Mandatory Registrations

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

Desirable

Current driver's licence

A qualification in VET or higher.

Note: There are both permanent and temporary position available at full time and part time hours.
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: HOW TO APPLY: Please provide:

a maximum of two-page response to the attached Selection Criteria. Also include the area/s you may be interested in working in (areas are listed in the position description), and your preference for part-time or full-time work.

your curriculum vitae that includes registration number and expiry date of your Working with Vulnerable People registration or evidence of application for Working with Vulnerable People registration

two referee reports using the attached referee report template.

There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Wallis (02) 6205 9628 Belinda.Wallis@cit.edu.au

Education and Training Services

CIT Health, Community and Science

CIT Science

Animal Care Attendant

General Service Officer Level 3 \$57,923 - \$59,949, Canberra (PN: C13052, Several)

Gazetted: 14 December 2023

Closing Date: 31 December 2024

Details: Canberra Institute of Technology (CIT) is seeking enthusiastic and experienced staff to fill casual vacancies in the CIT Dog Day care program.

Do you love working with animals? Are you self-motivated, a team player, and great with customer service?

Canberra Institute of Technology's Science Department at Bruce Campus offers a Dog Day Care program as part of the teaching area in Animal studies. CIT Dog Day Care is open 4 days per week during school terms, offering work experience to current students.

CIT Dog Day care attendants will be required to:

Provide Dog Day Care dogs with exercise, fun and training. Monitor dog interactions, wellbeing and behaviour.

Oversee student work experience, provide guidance and instruction on Dog Day care procedures.

Maintain cleanliness and housekeeping of the Dog day care yard and Dog House.

Undertake record keeping tasks, provide clients with pertinent information on their pets in Dog Day care.

Work outdoors in all kinds of weather.

Ensure all interactions are consistent with the CIT cultural traits ((Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational).

Eligibility/Other requirements

You would preferably have experience working with dogs in an animal care setting, or hold qualifications in animal studies such as Certificate III in companion animal, Certificate III in dog behaviour and training.

Note: A register of suitable applicants will be established from this process and will be used to fill casual vacancies until the end of the calendar year. This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

How to Apply: Please fill in the attached application, along with a current curriculum vitae.

Applications should be submitted via the apply now button.

Contact Officer: Nicole Costigan (02) 6207 5515 CITScience@cit.edu.au

Strategic Finance and Transformation

Facilities

Senior Manager, Facilities

Senior Officer (Technical) Grade B \$135,355 - \$152,377, Canberra (PN: 51624)

Gazetted: 14 December 2023

Closing Date: 21 December 2023

Details: We are seeking an experienced Senior Manager of Facilities to lead and support the Facilities team as we drive a focused and responsive plan to modernise and transform CIT's campuses to deliver vocational education courses for now and the skills of the future.

Canberra Institute of Technology (CIT) plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational

programs, training and education and services to meet the needs of a diverse customer base. The Facilities team is a major stakeholder in supporting CIT in achieving this commitment.

With an impressive 95-year history, CIT is an exciting place to work. As the largest vocational education and training (VET) provider in Canberra, we are committed to recruiting, developing, and retaining the best people possible at all levels.

Over the next five years, CIT is undertaking a significant transformation journey including modernising facilities, digitalisation of learning environments and a move into the ACT Government's circa \$200M, 22,500m² Woden campus which will provide a Nation leading contemporary, flexible, smart, and sustainable learning environment for up to 6,500 students each year.

The position is required to undertake duties under limited direction from the Director Facilities, as outlined in the position description.

This position currently involves direct supervision of three direct reports may perform the role of Chief Fire Warden as required.

Eligibility/Other requirements:

Mandatory qualifications and/or registrations/licencing

A current drivers licence.

An associate diploma from an Australian technical and further education (TAFE) institution or equivalent; or relevant experience, training or accreditation to perform the duties relevant to facilities, campus and general estate management.

Desirable

A trade qualification and/or minimum 5 years' experience in a facilities management role.

Note: This is a temporary position available from 1 February 2024 until 31 January 2025 with the possibility of extension.

CIT Streamlined position: Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are to submit a response of no more than a two-page pitch demonstrating skills, knowledge and experience as listed in the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Keith Brown 0429 111 603 Keith.Brown@cit.edu.au

Education Futures and Students

Education Services

Digital Learning Resource Production Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 54024)

Gazetted: 20 December 2023

Closing Date: 23 January 2024

Details: CIT is seeking a collaborative, customer-centric digital learning developer professional to fill the position of Digital Learning Resource Production Officer within the CIT Education Services' Learning Design team.

What is the position:

The Digital Learning Resource Production Officer's key responsibility is to develop quality online learning resources for CIT courses. The role requires liaising with Education Services Managers, Education Advisors, and other staff to prioritise and coordinate the workflow of various education projects in the division.

What do I need:

The successful applicant will have demonstrated skills in developing online learning resources, experience in building within Moodle, or equivalent, learning management systems, have multimedia development and high-quality writing and editing skills. High level communication, administration and time management skills are essential in this role including the ability to achieve priorities under minimal supervision.

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

Note: This is a temporary position available 5 February 2024 to 2 August 2024 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.

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

How to Apply: Interested applicants should submit a pitch of no more than two pages. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role and clearly linked to the Selection Criteria. Applications should include a current curriculum vitae and details of two referees. Your application should also include two completed referee reports.

Applications should be submitted via the apply now button.

Contact Officer: Anna-Lys Ceraolo (02) 6207 4346 Anna-Lys.Ceraolo@cit.edu.au

Education and Training Services

CIT Trade Skills

Hospitality, Culinary and Tourism

Hospitality and Events Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51926)

Gazetted: 19 December 2023

Closing Date: 16 January 2024

Details: Have you been working in the hospitality and events industry and seeking a change of pace? Are you looking for a better work life balance? Would you like to share your skills and knowledge to the next generation joining the hospitality industry?

WHAT'S THE POSITION?

The Hospitality, Culinary and Tourism team at CIT is seeking a hospitality and events professional to help shape the industry for the future. As a teacher with us, you will pass on your extensive experience and industry knowledge to students waiting to learn from you.

We are seeking someone that has managerial experience in hospitality and events in order to teach students technical and management skills and knowledge in the Certificate III Hospitality - Advanced Diploma of Hospitality Management and Diploma of Event Management qualifications.

The successful applicant must be an excellent communicator, team player and have a passion for training. Your work as a teacher will require digital skills as we use a range of programs to train, assess, record data and communicate with students and colleagues.

WHAT DO I NEED?

To be successful in this position you must have the following:

- Possession of relevant formal vocational qualifications in hospitality and events.
- Demonstrate a broad range of current industry skills and experience including a managerial position.
- Current Responsible Service of Alcohol (RSA) Certificate.

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

Eligibility/Other Requirements:

QUALIFICATIONS AND EXPERIENCE

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

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

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

- o hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);
- o where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and
- o complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Desirable

- Qualification and/or experience in the Tourism and/or Travel sector
- Working with vulnerable people card

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 must include the following in their application:

- Resume which must include details of referees (minimum of two).
- Maximum two page response to the Selection Criteria.

Applications should be submitted via the Apply Now button.

Contact Officer: Nicole Dixon (02) 6205 4514 Nicole.Dixon@cit.edu.au

Education and Training Services

Technology and Design

Department of Information Communication and Technology

ICT Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51505)

Gazetted: 18 December 2023

Closing Date: 12 January 2024

Details: The ICT department is seeking an experienced Vocational Education and Training (VET) Teacher to join their team for commencement in 2024.

WHAT DO WE WANT?

We are seeking an experienced VET teacher to help construct, guide and enhance the learning process of our students whilst maintaining strong connections with industry.

WHAT WILL YOU DO?

Under the direction of the Head of Department a Teacher Level 1 will perform varied tasks including professional educational, administrative, and training duties. These activities may include providing a flexible and varied educational experience, assessment, and evaluation of learning outcomes, maintaining, and developing industry-specific currency, liaising with local industry and the community to ensure the training provided is relevant and current and complying with relevant legislation and participating in the development and implementation of quality improvement practices.

WHAT DO I NEED?

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent). where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

You are also required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. This includes

Programming, Network Administration and Network Infrastructure.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months as there are multiple positions available

How to Apply: If you would like to apply submit your application responding to the Selection Criteria along with your current curriculum vitae and details of two referees.

Please contact Monique Roeton for more information about the position

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: Monique Roeton (02) 6205 4470 Monique.Roeton@cit.edu.au

CIT Education and Training Services

CIT Pathways College

CIT Student Support

Education Advisor - Disability

Teacher Level 1 (EDS CIT) \$80,673 - \$107,642 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement), Canberra (PN: 16688, Several)

Gazetted: 18 December 2023

Closing Date: 8 January 2024

Details: Are you passionate about helping people?

Looking for a change?

The CIT Student Support team is seeking to fill vacancies as Education Advisors – Disability, commencing in February 2024.

WHAT DO WE WANT?

Student Support team are seeking suitably qualified candidates with an understanding of Vocational Education and Training (VET) and a passion for working with students with disability to fill several temporary positions (full-time and part-time hours), starting in February 2024.

These positions are temporary with possibility of extension and/or permanency.

WHAT WILL YOU DO?

As Education Advisors – Disability you will be developing disability access plans with students, advising on courses and study loads, case managing, advising staff in teaching areas on working with students with disability. The roles may require working across CIT locations.

If you are passionate about helping students with disability succeed and you meet the mandatory requirements below, we encourage you to apply for these exciting opportunities.

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

Eligibility/Other Requirements:

WHAT DO I NEED?

Applicants need to possess the ability to be patient, calm, flexible, have good computer skills and can establish a rapport with diverse students and staff.

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

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

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) (accesscanberra.act.gov.au/business-and-work/working-with-vulnerable-people/working-with-vulnerable-people-scheme)

DESIRABLE

- Current Drivers Licence
- Relevant qualifications/experience in a range of areas including, community services/disability/mental health/education and/or careers.

Note: There are temporary position available February 2024 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. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management

Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Please provide:

A maximum of two page response to the attached Selection Criteria.

Your curriculum vitae that includes registration number and expiry date of your Working with Vulnerable People registration or evidence of application for Working with Vulnerable People registration

Two (2) referee reports using the attached referee report template.

There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button.

Contact Officer: Rhonda Fuzzard (02) 6207 4914 Rhonda.Fuzzard@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, Workforce Governance and Recruitment

Temporary Vacancy (13 March 2024 to 30 June 2024)

Office of Industrial Relations and Workforce Strategy

Public Sector Employment Group

Workforce Governance and Recruitment Branch

Position: E1327

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date circulated: 18 December 2023

The new Office of Industrial Relations and Workforce Strategy (OIRWS) has been established within CMTEDD to ensure consistent implementation of Government policies and to promote stronger relationships between unions, workers and the Public Service at all levels.

Within OIRWS, the Workforce Governance and Recruitment Branch, is seeking an experienced leader to fill the position of Executive Branch Manager, Workforce Governance and Recruitment from 13 March 2024 to 30 June 2024.

The Executive Branch Manager, Workforce Governance and Recruitment is responsible for leading the Workforce Governance and Recruitment Branch and is responsible for:

- Boards and Committees Governance principles;
- Delegations;
- Executive Service employment and recruitment advice, position management, policy and strategy;
- Statutory Office holders;
- Aboriginal and Torres Strait Islander Elected Body governance;
- Policy, advice and interpretation of Annual Report Directions, Boards and Committees, Caretaker Conventions, general Parliamentary conventions and issues, Conflict of Interest, Reportable Conduct and Travel;
- Recruitment services;
- Secure employment – including the Secure Employment Policy, Same Job Same Pay, Insourcing Assessment;
- Remuneration, classification, and work level standards and the conduct of reviews;
- Compliance and Assurance – including appeals, ARINs, Overpayments, Waivers, Underpayments and Secure Employment Conversion; and
- Providing Secretariat support to the Remuneration Tribunal.

We are looking for a highly motivated and skilled person who can demonstrate their ability to lead the Whole of Government Recruitment strategy and framework. The successful candidate will demonstrate they can create and strengthen working partnerships with customers and colleagues to enhance service delivery and customer experience and work collaboratively with other areas within the OIRWS to inform, implement and lead work to modernise the ACTPS.

Candidates should be dynamic, have exceptional leadership and executive management skills to further develop the business area through leading and establishing improved ways of thinking. This involves leading and managing

the Branch in a changing environment, particularly in response to changing technological and customer demands. Legal qualifications would be highly regarded.

The Executive Branch Manager, Workforce Governance and Recruitment reports to the Executive Group Manager, Public Sector Employment Group.

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

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Russell Noud via email, Russell.Noud@act.gov.au by Monday 1 January 2024.

Contact Officer: Russell Noud (02) 6207 6019 Russell.Noud@act.gov.au

Access Canberra

Strategy, Data and Governance

Government Business and Coordination

Assistant Director, Government Business and Coordination

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 39596, Several)

Gazetted: 14 December 2023

Closing Date: 15 January 2024

Details: Access Canberra's Government Business and Coordination Team is seeking a highly motivated and enthusiastic individual to fill the role of Assistant Director, Government Business and Coordination.

The Government Business and Coordination Team operates as a critical coordination point between Government, the Access Canberra Executive and the broader organisation. The successful applicant will be able to manage competing priorities, be an innovative problem solver, have excellent communication skills and a firm understanding of all things Cabinet, Assembly and Government Business. The broad range of functions performed by the team include Cabinet processes, Legislative Assembly processes, management of operational Delegations and Appointments, Ministerial correspondence management, coordination of information requests, reporting and Secretariat services. The successful applicant will lead and coach administrative staff and will require the ability to work under changing priorities and pressures, will require exceptional prioritisation, organisational and communication skills, and be able to work effectively as part of a team.

The successful applicant will be counted on to critically examine, evaluate, take appropriate action and report on requested matters received by the Access Canberra Government Business and Coordination team. You will need to be agile and have excellent discretionary thinking to know when to brief up the line on issues impacting Access Canberra and will work closely with Access Canberra Executives, Statutory Office Holders and the Directorate Liaison Officer.

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: A merit pool will be established from this recruitment and may be used to fill other identical vacancies arising within the next 12 months. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are to provide a current curriculum vitae and a one-page pitch demonstrating their capacity to meet the Skills, Knowledge and Behaviours outlined in the Position Description. Applicants will also be required to list two referees.

Applications should be submitted via the apply now button.

Contact Officer: Ashleigh McInnes (02) 6207 7421 Ashleigh.McInnes@act.gov.au

Digital, Data and Technology Solutions

Change and Transformation

Communication Manager

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 64007)

Gazetted: 19 December 2023

Closing Date: 12 January 2024

Details: The Digital, Data and Technology Solutions (DDTS) Change and Transformation Program will facilitate DDTS's transition to a new way of working to help achieve the DDTS vision of optimising digital, data and technology solutions that add real value to support Canberra as an attractive place to live, work and invest. Supporting your team members in the Change and Transformation Program, the Communication Manager will provide communication advice and support to projects and activities across five program streams. You will be an excellent writer. This means you can write persuasive, informative content for different audiences, across different communication channels in plain English. You will also have a strategic mind and be able to connect the dots across a large body of work and then persuasively communicate how the Change and Transformation Program will improve the way DDTS operates.

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

Note: This is a temporary position available immediately for a period of 6 months with the possibility of extension up to 12 months. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Express your interest in a statement of no more than two pages, outlining your suitability for the role against the Selection Criteria in the Position Description. Email your statement, curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Julie Brereton (02) 6205 1788 Julie.Brereton@act.gov.au

Office of Industrial Relations and Workforce Strategy

ACT Property Group

Finance and Systems

Finance Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 22125, Several)

Gazetted: 19 December 2023

Closing Date: 2 January 2024

Details: We are looking for enthusiastic and highly motivated individuals to join our team as we continue to drive our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders. This is a Supervisory role within the operational finance team. This role is responsible for ensuring that financial transactions of the organisation are completed to a high standard and in a timely manner, including accounts payable and accounts receivable operations. The role also provides information and advice to other staff on the financial transactions and processes of the business and collaborates with other team members by ensuring the integrity of data entered into the property management system.

This is a diverse and challenging hands-on role and would be ideal for a suitably skilled and experienced leader with very good communication skills, with exceptional time management skills, ability to work with others to lead and model an innovative and positive team culture.

Previous experience in a finance operations or processing environment would be highly regarded.

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Eligibility/other requirements: The following qualifications are desirable:

A current driver's licence (car)

Qualification/s or extensive experience in accounting/finance.

Note: There are several temporary positions available immediately for a period of 6 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: To apply for this challenging but rewarding role please provide a two-page written response outlining your suitability for this position and your current curriculum vitae with two referee contacts.

Applications should be submitted via the Apply Now button.

Contact Officer: Payal Mehta (02) 6207 6696 Payal.Mehta@act.gov.au

**Digital, Data and Technology Solutions
Change and Transformation
Senior Project Officer**

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 64008)

Gazetted: 19 December 2023

Closing Date: 12 January 2024

Details: The Digital, Data and Technology Solutions (DDTS) Change and Transformation Program will facilitate DDTS's transition to a new way of working to help achieve the DDTS vision of optimising digital, data and technology solutions that add real value to support Canberra as an attractive place to live, work and invest.

The DDTS Change and Transformation Program is a fast-paced and dynamic environment with multiple competing priorities. It is a new program that needs an enthusiastic Project Officer to support the Senior Director, Project Manager, and other team members to deliver multiple activities across five program streams. The ideal person for this role is self-motivated, used to managing competing deadlines, and one who can collaborate with various business units within DDTS to enable project delivery.

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

Note: This is a temporary position available immediately for a period of 6 months with the possibility of extension up to 12 months. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Express your interest in a statement of no more than two pages, outlining your suitability for the role against the Selection Criteria in the Position Description. Email your statement, curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Julie Brereton (02) 6205 1788 Julie.Brereton@act.gov.au

Access Canberra

Service Delivery And Engagement

PARKING OPERATIONS AND TRAFFIC CAMERA COMPLIANCE

Parking Compliance and Information Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 22075, Several)

Gazetted: 19 December 2023

Closing Date: 8 February 2024

Details: Are you passionate about the safety of your local community? Are you looking for an outdoor role that allows you to make a real difference in the community which you live in? Do you want to get your 10,000 steps in while you're on the clock? Then come join us as at Parking Operations within Access Canberra!

From enabling kids to walk safely in school zones to ensuring accessible parking is available for those who need it, our parking inspectors play a crucial role in supporting Access Canberra vision of 'A Safe and Liveable City'.

It's not just about yellow envelopes and issuing infringements! At Access Canberra, we're committed to engaging and educating our community about the importance of safe and legal parking, as well as making a lasting impact on the safety of our community. Need more convincing? Our parking inspectors explained to Our CBR why they love working in these fulfilling roles.

A Rubik's Cube has fewer moving parts than this team, and the stakes are higher than grandpa's pants. So, we are looking for someone who is motivated to make a difference to the lives of others; who can manage their time, people, and expectations; have high levels of emotional intelligence and resilience and can work towards the promotion of both team and community safety. You will also use a variety of IT software systems such as but not limited to laptops, tablets, mobile phones and two way radios both on foot or in a moving vehicle, complete administrative duties, apply innovative ideas to help achieve road safety compliance, and aspire to find new ways of doing things better.

If you think you are up to the challenge and enjoy supporting the community where you live every day, then we want to hear from you!

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

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

Eligibility/Other Requirements:

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

You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation. A current driver's licence is also required. You may be required to undergo a health assessment prior to employment.

Note: A Merit Pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months. This position involves working from office and on field activities patrolling assigned areas on foot and/or by motor vehicle.

How to Apply: If this sounds like you, send your curriculum vitae along with a pitch of no more than one page, describing the skills, knowledge, and behavioural capabilities you have which make you the most suitable person for the position. Please review the Position Description and job advertisement for details about the role and associated responsibilities. Contact details of at least two referees are also required.

Applications should be submitted via the Apply Now button.

Contact Officer: Manreet Malhi/ Pia Marbaniang 620 79485/ 6205 3993 manreet.malhi@act.gov.au/
pia.marbaniang@act.gov.au

Office of Industrial Relations and Workforce Strategy (OIRWS)

ACT Property Group

Integrated Facilities Management

Intake and Works Allocation Assistant

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 58544)

Gazetted: 19 December 2023

Closing Date: 15 January 2024

Details: ACT Property Group are looking for a person to join our Intake and Works Allocation Team. You should have the ability to work in a dynamic, fast paced environment while providing excellent customer service. The person in this position ensures timely completion and follow up of maintenance requests, good information is provided to customers and liaises with other ACT Property Group staff on these activities. The role also includes providing a first point of contact for all customers and a main reception function for the organisation. The team manages maintenance requests including receipt of the requests, issuing of work orders and ensuring timely completion of the work and billing. This work is for buildings managed by ACT Property Group and other ACT Government organisations and requests are received by phone, email and Property Management System.

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

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

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

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

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

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Cassandra Keppell (02) 6205 9876 ACTPGCorporate@act.gov.au

Digital, Data and Technology Solutions

Technology Services

EUS Level 3

Information Technology Officer Class 2, Third Level Support Analyst

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 15058)

Gazetted: 20 December 2023

Closing Date: 3 January 2024

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

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

Eligibility/Other requirements:

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

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

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

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

Applications should be submitted via the Apply Now button below.

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

Budget, Procurement, Investments and Finance (BPIF)

Shared Services Finance

Reporting Team

Team Leader - Reporting Team

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 06949)

Gazetted: 19 December 2023

Closing Date: 2 January 2024

Details: Applications are sought from suitably experienced and qualified people to work as a Team Leader in a Reporting Team in Shared Services – Finance Services. This role is responsible for financial reporting and operational management of a team tasked with the provision of financial accounting services to ACT Government

Directorates and Agencies. Duties include financial ledger and fixed assets register management, preparation of financial statements, and taxation management, including preparation of monthly BAS and annual FBT returns. 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: Demonstrated technical and software skills in Financial Accounting are essential, as is a commitment to improving financial processes.

Also required are well-developed liaison, negotiation and representational skills.

The successful candidate will supervise up to four team members and report to a Senior Officer Grade B.

A degree with a major in accounting or equivalent is highly desirable, as is membership, or progress towards membership, of a professional Australian Accounting Body.

Note: This is a temporary position available immediately for a period of 6 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than two pages, addressing the capabilities and demonstrating your capacity to perform the duties and responsibilities of the role. Also, please supply your current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Mark Lapthorne (02) 6207 0564 Mark.Lapthorne@act.gov.au

Finance and Budget Group

Various

Various

Policy Analyst

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 55549)

Gazetted: 14 December 2023

Closing Date: 15 January 2024

Details: Are you looking for an exciting opportunity to work across a wide range of policy issues in the ACT Government?

Do you enjoy working in a dynamic and team orientated environment, applying strategic thinking, communication, and critical analysis skills to achieve outcomes?

ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for permanent and temporary staff to join various policy teams. These positions provide a great opportunity to see the inside workings of Government, and to contribute to the development of key policy priorities impacting our community.

Successful applicants will obtain:

- Central agency experience, including building your understanding of how the Government's strategic policy priorities are developed and implemented;
- A sophisticated understanding of the Machinery of Government, the Budget process and Government decision-making and policy implementation;
- Effective stakeholder management and negotiation skills; and
- Access to diverse career advancement pathways both in the private and public sector.

We are looking for people who are team players and strong communicators that can work to tight deadlines across competing priorities. We need people who are proficient with Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues.

There are several permanent and temporary positions up to 12 months available across our two policy branches.

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: Tertiary qualifications in any field combined with strong numeracy skills are highly desirable.

Note: A merit pool may be formed from this process and used to fill other permanent and temporary vacancies ranging between two weeks and up to 12 months with the possibility of extension and/or permanency. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. These positions are based in a

workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Flexible working arrangements are supported including working from home or across various ACT Government office locations.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the apply now button.

Contact Officer: Sarah Christian (02) 6205 2389 Sarah.Christian@act.gov.au

Digital, Data and technology Solutions

Technology Services

Cloud and Platform Systems

Senior UNIX, Linux and Mulesoft Specialist

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 14347)

Gazetted: 18 December 2023

Closing Date: 25 December 2023

Details: ACT Government is seeking a Senior Unix, Linux and Mulesoft specialist, to act as a technical lead and evangelist for complex technology 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 CMTEED from some of our staff.

Eligibility/Other Requirements:

Extensive (6+) years experience in:

Systems administration for Solaris, Unix and Linux enterprise environments, inclusive of both Hardware and virtualised / Cloud.

System design and architecture for Solaris, Unix and Linux solutions.

Experience in Government procurements for technical solutions.

Oracle Solaris system maintenance and upgrades

Redhat, Oracle Linux, Ubuntu system maintenance and upgrades including system builds and templates, system hardening techniques and auditing.

Solaris SPARC system administration, installation and Maintenance of 3rd party software.

Linux / Unix operating system maintenance including ZFS, EXTs, XFS and NFS file systems and 3rd party applications such as GitLab, Oracle OLAM, Proxmox.

Microsoft Azure administration of Linux virtual machines.

Please see the Position Description for further requirements.

This role requires an Australian Government NV1 security clearance, or be prepared to transfer an existing security clearance, which will be sponsored by the Chief Minister, Treasury and Economic Development Directorate.

To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Current Australian Driver's license.

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

Selection may be based on application and referee reports only. Attraction and Retention Incentive may be negotiated for exceptional candidates. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria (What you require section in the Position Description), together with your curriculum vitae and details of two referees, one of whom is your current manager, before the closing date.

Applications should be submitted via the Apply Now button.

Contact Officer: Peter Hawke (02) 6207 2493 Peter.Hawke@act.gov.au

**Digital, Data and Technology Solutions
Customer Engagement Services Branch
CSD ICT Team**

Application and Digital Support Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 01005)

Gazetted: 14 December 2023

Closing Date: 8 January 2024

Details: Seeking an outstanding troubleshooter to maintain and deliver support to already established Business systems, while supporting the future direction of ACT Government business operations. You will be working in a small team solving issues, developing solutions, and supporting clients to enhance the Community Services Directorate.

Under general and/or limited direction. The role is expected to provide trusted technical support and general system maintenance on a range of client services and business applications, the advancement of technology within the Directorate, including supporting whole of government projects, business systems and providing strategic ICT knowledge in line with business objectives.

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: You will need to have:

Working knowledge of Object-Oriented Programming Languages and/or relational databases (Azure, SQL and Oracle), or similar.

Demonstrated ability in development and support for business systems and CRM platforms, such as Dynamics 365 (Power Platform), Salesforce, MuleSoft, or similar.

Established analytical and advanced troubleshooting ability under limited direction, to resolve complications with various systems/platforms.

Knowledge and understanding of the SDLC (Software Development Life Cycle), including developing user requirements and system specifications, and preparing other documentation.

Outstanding customer service expertise, with the ability to constructively liaise with vendors and stakeholders.

Please review Position Description for a comprehensive list for eligibility and requirements.

Note: This is a permanent position available immediately. A Merit Pool will be established from the selection process and will be used to fill any further vacancies over the next 12 months. This position will be in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Travel between sites may be required.

The ACTPS offers a collaborative and supportive work environment. We aim to be the most progressive jurisdiction in Australia for hybrid and flexible working. Our team utilises hybrid work arrangements, including home-based and activity-based working predominantly in Gungahlin, the City and Belconnen.

This position is an assessed Position of Trust that requires Australian citizenship and a Negative Vetting 1 (NV1) security clearance, or the ability to acquire and maintain one.

How to Apply: Applicants must submit a current curriculum vitae and two-page pitch addressing the Selection Criteria.

Applications should be submitted via the apply now button.

Contact Officer: Dale Caldwell (02) 6207 2392 Dale.Caldwell@act.gov.au

Treasury

Budget, Procurement, Investments and Finance

Procurement ACT

Governance and Accreditation Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 54923)

Gazetted: 14 December 2023

Closing Date: 5 January 2024

Details: A unique opportunity exists for a Governance and Accreditation Officer (ASO6) to join the Capability and Governance Section to support the implementation of the Government Procurement Reform. The Senior Officer, Governance and Accreditation is responsible for supporting the governance functions and accreditation process in the Capability and Governance Section, including the implementation of the Accreditation Program: Goods and Services Procurements, and providing secretariat support to the Government Procurement Board. The Senior

Officer, Governance and Accreditation reports to the Director – Accreditation, and will work closely with staff across Procurement ACT and the ACT Government to deliver these projects. This position may include the supervision of staff.

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

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

How to Apply: Please submit a maximum two-page pitch, addressing the professional/technical and behavioural capability set out in the Position Description and provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the apply now button.

Contact Officer: Charlotte Smith (02) 6207 0254 Charlotte.Smith@act.gov.au

CMTEDD Corporate

People and Capability

Culture and Employee Engagement

Assistant Director, Culture & Employee Engagement

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 63955)

Gazetted: 15 December 2023

Closing Date: 28 January 2024

Details: Yuma/hello!

Are you interested in building a positive workplace culture that values and embraces diversity of thought, background, and experience? Want to apply your strategic HR expertise to design and implement initiatives that drive diversity and inclusion and strengthen employee engagement?

We have an exciting opportunity for a passionate person with experience in roles focussed on workplace culture, diversity and inclusion and employee engagement, to join Corporate Group in the Chief Minister, Treasury and Economic Development Directorate.

In this role you will work with a team of enthusiastic professionals committed to the ongoing development of an environment in which all staff can thrive. Using a strong evidence base to inform your activities, you'll make a positive and lasting impact on our workforce profile and our workplace culture.

In partnership with Senior Executives and other key stakeholders you will be responsible for developing, implementing, and monitoring strategic initiatives. You will translate and advise on the successful delivery of Directorate and Whole of Government objectives to attract and retain talented people with diverse backgrounds. You'll also continue to build on our high staff engagement, and help to embed inclusion and belonging into work practices throughout the directorate.

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

Notes: This is a temporary position available from 26 February 2024 for a period of 12 months with the possibility of permanency.

The duties of this position are able to be arranged to suit flexible start and finish times for full time hours or reasonable part-time hours; subject to negotiation prior to commencement. The ACT Government aims to be the most progressive jurisdiction in Australia for hybrid and flexible working. We offer access to ongoing hybrid work arrangements including home-based and activity-based working when in the Civic office and other Flexispaces. A merit list will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Please submit a two-page (maximum) pitch addressing the Professional and Behavioural Capabilities, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Bell (02) 6205 0683 Jennifer.Bell@act.gov.au

**Office of Industrial Relations and Workforce Strategy (OIRWS) / Property and Government Insourcing Group
ACT Property Group**

Integrated Facilities Management: Property Maintenance and Upgrades

Assistant Director, Business Support and Development

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 50472)

Gazetted: 18 December 2023

Closing Date: 12 January 2024

Details: This position will be responsible for reviewing the Property Maintenance and Upgrades Teams operational governance and developing a suite of documents to support the day-to-day running of the business. You will be responsible for working with the Teams to gain a clear understanding of the business and required steps to undertake each task and then develop appropriate process maps, standard operating procedures, and processes as well as any file management structures needed to streamline and manage the Teams tasks and activities.

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

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

Eligibility/ Other Requirements:

Desirable:

Qualifications and/or significant experience in a relevant field such as Public Sector Management, Business Administration, Governance, Policy Development or Business Analyst that will support your capabilities to undertake the requirements of this position.

a current driver's licence (car)

Relevant training and/or qualifications in construction, building, property management.

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button.

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: SeanA Colson 0412931834 seana.colson@act.gov.au

Office of Industrial Relations and Workforce Strategy

Executive Group Manager, Future Workforce Strategies

Executive Level 2.4 \$358,414 - \$372,778 depending on current superannuation arrangements, Canberra (PN: E1297)

Gazetted: 19 December 2023

Closing Date: 12 January 2024

Details: Chief Minister, Treasury and Economic Development Directorate are seeking an experienced leader to fill the position of Executive Group Manager, Future Workforce Strategy.

The Executive Group Manager performs a key leadership role in the Office of Industrial Relations and Workforce Strategy. They are responsible for the core elements of the employee lifecycle through a strategic lens for the ACTPS. They are also responsible for the development and delivery of best practice initiatives and advice to the ACTPS and support our leaders and our workforce to meet future demands.

The Executive Group Manager oversees the ACTPS Centre for Leadership and Innovation, the Strategy and Transformation Office, the Cultural Transformation Branch, Partnership Services Group and Strategic Finance Services.

Remuneration: The position attracts a remuneration package ranging from \$358,414 - \$372,778 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$319,205.

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

Contract: The successful applicant will be placed on a short-term contract from 2 February 2024 to 30 June 2024 with the possibility of extension.

To apply: Interested candidates are requested to submit a cover letter, a current curriculum vitae and the name and contact details of two referees to Geoffrey Rutledge via email, Geoffrey.Rutledge@act.gov.au.

Applications should be sent directly to the contact officer.

Contact Officer: Geoffrey Rutledge 6207 5001 Geoffrey.Rutledge@act.gov.au

Office of Industrial Relations and Workforce Strategy (OIRWS)

ACT Property Group

Apprentice (Trades)

Apprentices , Canberra (PN: 11575, several)

Gazetted: 15 December 2023

Closing Date: 2 February 2024

Details: Are you a qualified tradesperson, trade assistant or looking to start an apprenticeship or an experienced general service officer interested in helping to maintain government and community buildings within the ACT region?

Are you looking to start a building trade apprenticeship (or are part way through a relevant apprenticeship) and wanting to be employed by the ACT Government to complete your trade apprenticeship, and help maintain government and community buildings?

ACT Property Group are looking to fill a number of positions within our Property Operations area, we are looking for Electricians, Plumbers, HVAC, Carpenters, Locksmiths along with General Maintenance officers and Apprentices across these trade area's.

Our professional trades area provides maintenance services for ACT Government owned or managed buildings including corrections facilities. You will use your trade and working expertise to diagnose and fix problems across many facets of property ensuring that buildings meet the needs of the ACT Government and building users.

These roles are primarily field based roles working with supervisors to program and deliver work and reporting on progress and completion of jobs. We want people in the team that deliver high quality work and provide good customer service.

ACT Property Group offers generous conditions of employment. The Property Operations team works on a fixed roster arrangement with a 9-day fortnight under an accrued day off arrangement. You will also be supplied with a Tool Kit specifically for your trade or service, uniform and all your Personal Protection Equipment.

In addition to your base wage these positions also receive Licence allowances (for Tradespersons only) and the Facilities management composite Allowance (where applicable) as set out in the ACT Public Sector Infrastructure Services Enterprise Agreement, ACT Property Group also supports continuous education and training for all staff.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the

ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis. 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: Please see corresponding Position Description (attached) for Eligibility and other requirements for each specified position if applying for multiple position please ensure you meet the requirements for each position. Licenses, where required, must be unrestricted.

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

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

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

Please submit the following:

A cover page indicating each trade speciality or role and level you are applying for.

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

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

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

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

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

Applications should be submitted via the Apply Now button below.

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

Office of Industrial Relations and Workforce Strategy (OIRWS)

ACT Property Group

Trades - Multiple

Building Trade \$80,426 - \$84,859, Canberra (PN: 22834, several)

Gazetted: 15 December 2023

Closing Date: 2 February 2024

Details: Are you a qualified tradesperson, trade assistant or looking to start an apprenticeship or an experienced general service officer interested in helping to maintain government and community buildings within the ACT region?

Are you looking to start a building trade apprenticeship (or are part way through a relevant apprenticeship) and wanting to be employed by the ACT Government to complete your trade apprenticeship, and help maintain government and community buildings?

ACT Property Group are looking to fill a number of positions within our Property Operations area, we are looking for Electricians, Plumbers, HVAC, Carpenters, Locksmiths along with General Maintenance officers and Apprentices across these trade area's.

Our professional trades area provides maintenance services for ACT Government owned or managed buildings including corrections facilities. You will use your trade and working expertise to diagnose and fix problems across many facets of property ensuring that buildings meet the needs of the ACT Government and building users. These roles are primarily field based roles working with supervisors to program and deliver work and reporting on progress and completion of jobs. We want people in the team that deliver high quality work and provide good customer service.

ACT Property Group offers generous conditions of employment. The Property Operations team works on a fixed roster arrangement with a 9-day fortnight under an accrued day off arrangement. You will also be supplied with a Tool Kit specifically for your trade or service, uniform and all your Personal Protection Equipment.

In addition to your base wage these positions also receive Licence allowances (for Tradespersons only) and the Facilities management composite Allowance (where applicable) as set out in the ACT Public Sector Infrastructure Services Enterprise Agreement, ACT Property Group also supports continuous education and training for all staff. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis. 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: Please see corresponding Position Description (attached) for Eligibility and other requirements for each specified position if applying for multiple position please ensure you meet the requirements for each position. Licenses, where required, must be unrestricted.

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

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

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

Please submit the following:

A cover page indicating each trade speciality or role and level you are applying for.

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

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

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

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

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

Applications should be submitted via the Apply Now button below.

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

Office of Industrial Relations and Workforce Strategy (OIRWS)

ACT Property Group

Field Maintenance Officer, Property Operations

General Service Officer Level 5/6 \$63,828 - \$69,893, Canberra (PN: 22619, several)

Gazetted: 15 December 2023

Closing Date: 2 February 2024

Details: Are you a qualified tradesperson, trade assistant or looking to start an apprenticeship or an experienced general service officer interested in helping to maintain government and community buildings within the ACT region?

Are you looking to start a building trade apprenticeship (or are part way through a relevant apprenticeship) and wanting to be employed by the ACT Government to complete your trade apprenticeship, and help maintain government and community buildings?

ACT Property Group are looking to fill a number of positions within our Property Operations area, we are looking for Electricians, Plumbers, HVAC, Carpenters, Locksmiths along with General Maintenance officers and Apprentices across these trade area's.

Our professional trades area provides maintenance services for ACT Government owned or managed buildings including corrections facilities. You will use your trade and working expertise to diagnose and fix problems across many facets of property ensuring that buildings meet the needs of the ACT Government and building users.

These roles are primarily field based roles working with supervisors to program and deliver work and reporting on progress and completion of jobs. We want people in the team that deliver high quality work and provide good customer service.

ACT Property Group offers generous conditions of employment. The Property Operations team works on a fixed roster arrangement with a 9-day fortnight under an accrued day off arrangement. You will also be supplied with a Tool Kit specifically for your trade or service, uniform and all your Personal Protection Equipment.

In addition to your base wage these positions also receive Licence allowances (for Tradespersons only) and the Facilities management composite Allowance (where applicable) as set out in the ACT Public Sector Infrastructure Services Enterprise Agreement, ACT Property Group also supports continuous education and training for all staff. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis. 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: Please see corresponding Position Description (attached) for Eligibility and other requirements for each specified position if applying for multiple position please ensure you meet the requirements for each position. Licenses, where required, must be unrestricted.

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

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

Please submit the following:

A cover page indicating each trade speciality or role and level you are applying for.

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

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

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

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

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

Applications should be submitted via the Apply Now button below.

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

Economic Development

Operations

Strategic Infrastructure Coordination

Administration Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 60251)

Gazetted: 14 December 2023

Closing Date: 17 January 2024

Details: Are you our new Administration Officer? Do you like a challenge and want to be a key part of a high performing team who work to progress city shaping projects?

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

As Administration Officer, you will be responsible for providing high-level executive support to the Executive Branch Manager (EBM), and administrative support to the broader team.

We are seeking a collaborative problem-solver who is goal-oriented, self-motivated, organised, and dedicated. To be successful in this role you will be able to demonstrate a strong understanding of Government process and exceptional communication skills. Happy to discuss flexible working hours with the right candidate! The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/Other requirements:

Desirable: An understanding of public service agency operations, and business processes as related to government initiatives, policies and procedures, including financial management.

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

Professional / Technical Skills and Knowledge

Demonstrated administrative and secretariate skills, including the ability to manage confidential and sensitive material with discretion; make balanced, well-informed decisions; prioritise work under pressure; and meet deadlines in a calm and efficient manner.

Develop shared knowledge governance and procedures that contribute to effective coordination, improved team performance and enhanced service outcomes that are in line with community/stakeholder and Government priorities and objectives.

Proactively anticipate issues and problems and generate practical solutions.

Knowledge of the structure and functions of the ACTPS and government business processes.

Behavioural Capabilities

Exercise discretion and mature judgment in all interactions with stakeholders and staff and foster collaboration and teamwork across the branch and within the organisation.

Demonstrated self-management skills including the ability to take initiative, solve problems and work under limited direction.

Demonstrated understanding and commitment to the ACTPS Values and Signature Behaviours and ethical standards. Demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of ACTPS workplace respect, equity and diversity (RED) work practices and workplace health and safety principles and practices.

Note: This is a temporary position available from 1 February 2024 until 30 June 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: 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 criteria, as well as Behavioural Capabilities criteria, a current curriculum vitae, and contact details of two referees you would be happy for us to contact.

Applications should be submitted via the Apply Now button below.

Contact Officer: Harriet Spring (04) 1483 2771 Harriet.Spring@act.gov.au

City Renewal Authority

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

Place Experience and Communications

Executive Branch Manager, Place Experience and Communications

Executive Level 1.2 \$242,863 - \$252,564 depending on current superannuation arrangements, Canberra (PN: E1233)

Gazetted: 19 December 2023

Closing Date: 4 January 2024

Details: The Executive Branch Manager Place Experience and Communication Communications role provides strategic leadership and expert advice in relation to all aspects of Communications, Engagement, Marketing, Activation and Place Presentation to the Authority. Reporting directly to the Chief Operating Officer, the Executive

Branch Manager, Place Experience and Communications is the senior executive accountable for communications and engagement functions, as well as all aspects of place management, presentation, marketing, and activation. The role is also a single point of accountability for consulting, planning and delivery of services funded by the City Centre, Marketing, and Improvement Levy. The role includes strategy development; effective consultation and engagement with key internal and external stakeholders; review and formulation of implementation of marketing and engagement action plans to support implementation of the CRA's renewal program.

The role supports the CEO and the Authority Board in anticipating and responding to a broad range of communication and engagement needs and demands, to ensure the achievement of the CRA's objectives and programs. The position plays a central role in how the CRA establishes and sustains its partnerships with other ACT Directorates, industry, and the broader community.

The role is also a focus for identifying and communicating innovation and creativity across the different elements of the agency's work. Further information on the City Renewal can be found at: www.act.gov.au/cityrenewal.

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

Remuneration: The position attracts a remuneration package ranging from \$242,863 - \$252,564 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$215,572.

Contract: The successful applicant will be placed on a short-term contract as soon as possible until 21 June 2024

How to Apply: Interested candidates should submit a two-page pitch that addresses the executive capabilities, a curriculum vitae and two referees contact details to Jennifer Ramsay via email jennifer.ramsay@act.gov.au

Applications should be sent to the Contact Officer.

Contact Officer: Jennifer Ramsay 6205 1805 jennifer.ramsay@act.gov.au

City Renewal Authority

Administration Coordinator

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 63988)

Gazetted: 15 December 2023

Closing Date: 22 December 2023

Details: The Administration Coordinator will report to their direct team and the Authority's Deputy Chief Executive Officer to provide advice, support and assistance to the Authority Board, its committees, the Chief Executive Officer, and the Authority's executive and staff.

Note: This is a temporary position available 8 January 2024 to 8 July 2024. Please be advised that Selection may be based on application and referee reports only.

How to Apply: Please provide a written response of no more than two pages and a curriculum vitae. Attach any relevant, referee reports, copies of qualifications, licences etc. There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button.

Contact Officer: Sarah Campese 0438001705 Sarah.Campese@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

Corporate

People Capability and Culture

Workforce Management

Assistant Director

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 09169)

Gazetted: 14 December 2023

Closing Date: 28 December 2023

Details: The Workforce Management team develops and manages the strategic human resource policies and programs related to attracting, retaining and enhancing the capability of the Community Services Directorate. The team is responsible for a broad range of human resource policies and procedures, including recruitment, attraction and retention, capability and workforce planning and strategies, HRIMS systems and data maintenance and management and workforce reporting including analysis of key performance measures.

Eligibility/ Other Requirements: Successful applicants will also demonstrate a comprehensive understanding of industrial and/or employment legislation, policies and frameworks as it relates to the ACT Government's employment frameworks.

Note: Selection may be based on application only. There will be multiple vacancies with permanent and temporary opportunities. 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: Candidates are asked to submit a one-page pitch, addressing the Selection Criteria in the attached Position Description, include contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the apply now button.

Contact Officer: Fiona Brown (02) 6205 6087 Fiona.Brown@act.gov.au

Children, Youth and Families

Practice and Performance

CYPS Director, Performance

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 45734)

Gazetted: 14 December 2023

Closing Date: 4 January 2024

Details: CYPS Performance is looking for a highly motivated person with excellent communication, administrative and team management skills to fulfil the role of SOG B position within the team. The SOG B Director, CYPS Performance has a significant role in delivering on the strategic vision of CYPS by identifying and implementing best practice guidance and process improvements; managing the currency and provision of CYPS practice information using an informed cultural lens; and developing strategies to monitor, maintain and audit compliance.

Eligibility/Other requirements:

Experience working with children, young people and their carers or families.

Experience in project management, practice development and/or audits and review processes is highly desirable.

Driver's license C class is essential.

This position does require a Working with Vulnerable People Check.

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

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

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the "What You Require" capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tina Brendas (02) 6207 3341 Tina.Brendas@act.gov.au

Office of the Director General

Office of the Director General

Executive Support Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 57030)

Gazetted: 14 December 2023

Closing Date: 15 January 2024

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

The Director-General's Office in Community Services Directorate (CSD) is seeking a high performing Executive Support Officer to join our small and busy team.

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

Under general direction, the Executive Support Officer will:

Provide administrative support to the Director-General by processing clearances in TRIM,
Coordinate cross-directorate input to reports,
Assign tasks to line areas for completion,
Facilitate the Director-General's consideration of proposed comments on Cabinet submissions and Cabinet meeting briefs,
Occasionally provide secretariat support to committee meetings, and
Work collaboratively with the Executive Officer and Executive Assistant.

More details can be found in the Position Description.

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

Notes: This is a temporary position available from 21 February 2024 until 20 February 2025 with the possibility of extension up to 18 months.

Selection may be based on application and referees only.

How to apply: Submit a written statement of no more than two pages addressing the skills, knowledge and behavioural capabilities in the Position Description, your curriculum vitae, and contact details for two referees.

Please note: applicants who would like further information can email BriannaO.McGill@act.gov.au for a response

Applications should be submitted via the Apply Now button below.

Contact Officer: BriannaO McGill (02) 6205 9810 BriannaO.McGill@act.gov.au

Communities

Women, Youth and Multicultural Affairs

Office for Women and Youth Engagement

Assistant Director, Programs

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 39123)

Gazetted: 20 December 2023

Closing Date: 19 January 2024

Details: Community Services Directorate (CSD) is seeking applications for an Assistant Director, Programs to lead work related to the ACT Government's commitment to implementing the Period Products and Facilities (Access) Act 2023 and associated policies and frameworks in the ACT. This role supports the Senior Director, Office for Women and Youth Engagement.

The Assistant Director, Programs will be responsible for overseeing procurement and contract management processes, preparing documents to support ACT Government budget and reporting processes and supporting high-level decision making. The role requires highly developed written and verbal communication skills, as well as excellent interpersonal skills to liaise effectively with internal and external stakeholders.

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

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

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

How to Apply: Please provide an Expression of Interest of no more than two pages, addressing the Selection Criteria, and a recent curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Flynn (02) 6207 2892 Erin.Flynn@act.gov.au

Communities

Support Services for Children

Child Development Services

Administration Support Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 19567)

Gazetted: 18 December 2023

Closing Date: 25 December 2023

Details: An exciting opportunity exists to join an expanding Child Development Service (CDS). We currently have a vacancy for an ASO4 Administration Support officer. The Successful applicant will work with families and community accessing The Child Development Services and will focus on supporting the Child Development Service to deliver the best possible outcomes through a range of administrative support functions, providing high quality customer services to clients and staff. The role sits within a small administration team and the successful applicant will require organisation, communication and administration skills with proficiency with a variety of computer applications and databases, and a focus on best practice Customer Service.

Eligibility/Other requirements:

This position does require a current Australian Driver's license.

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)

Proficient with Microsoft Office and Database systems

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

How to Apply: Applicants are required to respond to the Selection Criteria under "What You Require" (maximum 300 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date. Applications may be assessed by Selection Criteria and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Kingston (02) 6205 0801 Danielle.Kingston@act.gov.au

Other

Various

Various

Executive Assistant

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 00TBC)

Gazetted: 18 December 2023

Closing Date: 25 December 2023

Details: Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities. Our responsibilities cover a wide range of human service functions in the ACT. We work with some of Canberra's most vulnerable people to help them reach their best potential in all stages of life. We also celebrate our city's rich diversity and create positive experiences and change for our community.

CSD has anticipated vacancies for ASO 4 Executive Assistants, in various Branches across the Directorate.

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

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

How to Apply: Please provide a written response to the selection criteria of no more than two A4 pages and provide your current curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Shweta Shivananda (02) 6207 2717 Shweta.Shivananda@act.gov.au

Corporate

Governance

Ministerial and Government Services

Government Services Coordination Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 36469)

Gazetted: 18 December 2023

Closing Date: 10 January 2024

Details: The position is located within the Ministerial and Government Services team responsible for the coordination of Ministerial, Assembly, Cabinet and government business on behalf of the Community Services Directorate (CSD).

The team operates in a fast-paced work environment across the Directorate, supports the CSD Executive, is customer focused, and delivers high level support and advice, quality control and coordination.

If you have experience in Government Services, can manage competing priorities in a high-pressure environment, have great client service skills and attention to detail we would love to hear from you.

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

Eligibility/Other Requirements: Demonstrated experience in social housing operational policy and client matters is desired but not essential.

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

How to Apply: Please submit a two-page statement against the capability headings outlining why you are the person for position along with your curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Anna Harkin (02) 6207 2349 Anna.Harkin@act.gov.au

Children, Youth and Families

Youth Justice and Adolescent Services

Team Leader, Therapeutic Casework Support

Child and Youth Protection Professional Level 4 \$123,373 - \$132,376, Canberra (PN: 63411)

Gazetted: 18 December 2023

Closing Date: 15 January 2024

Details: Working closely with the Chair of the Therapeutic Support Panel, the Team Leader, Therapeutic Casework Support Team will be focused on providing strong leadership and mentoring to a multi-disciplinary team who strive to deliver best practices in therapeutic casework support for children and young people who engage in harmful behaviours, as well as their families and communities, including appropriate support for First Nations and culturally and linguistically diverse people. The Team Leader will also manage a case load of children and young people.

The Therapeutic Casework Support team is being established in response to the Justice (Age of Criminal Responsibility) Legislation Amendment Act 2023, which will see the ACT become one of the first states and territories in Australia to raise the minimum age of criminal responsibility from 10 to 12 in the first instance, and to 14 years of age in 2025. Raising the age provides a unique opportunity to address the harmful behaviours that children and young people display which may have otherwise seen them interact with the criminal justice system. By using a coordinated, therapeutic approach to these behaviours, children and young people will be able to access appropriate and meaningful support.

The behaviours that are currently bringing these children and young people into contact with the justice system indicate complex, unmet needs. These needs may arise from trauma, mental health issues, cognitive disabilities, precarious housing, social isolation, family dysfunction and problematic drug or alcohol use.

The newly established team will be responsible for assessment, support and case management of children and young people who are engaged with the Therapeutic Support Panel, a multi-disciplinary panel of experts that will facilitate support for children, young people and their families. Together, the casework team and the Therapeutic Support Panel will work alongside children, young people and their families to develop and implement therapy plans aimed at addressing needs and challenges which may divert a young person from the criminal justice system.

Eligibility/Other Requirements:

1. Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience in child protection and/or youth justice.
2. At least five (5) years of practical experience working with children, young people and their carers or families in a frontline setting.
3. Current (c class) driver's license is highly desirable.
4. Working with Vulnerable People Check.

Note: This is a temporary position available immediately for a period of 6 months with the possibility of extension up to 12 months and/or permanency. A Merit Pool may be established from this selection process and maybe used

to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button.

Contact Officer: Chelsea Gutterson (02) 6207 0617 Chelsea.Gutterson@act.gov.au

Cultural Facilities Corporation

Canberra Theatre

Business Finance Adviser

Administrative Services Officer Class 6 - CFC \$91,315 - \$104,509, Canberra (PN: 3596)

Gazetted: 14 December 2023

Closing Date: 11 January 2024

Details: Are you a detail-oriented numbers whiz with an analytical bent? Do you have an interest in the performing arts? Would you love to contribute to future of the arts and culture in Canberra? The Business Finance Advisor position in the Canberra Theatre Centre is a unique and exciting new role.

As Business Finance Advisor, you will play a crucial part, collaborating with a range of Canberra Theatre Centre stakeholders to deliver insightful business financial analysis. The role will involve not only business as usual but will also support strategic decision making for senior leadership specifically for the Canberra Theatre Centre through a period of significant change.

Ideally, we're looking for a candidate with a strong background in finance, strong understanding of financial principles and the ability to effectively communicate complex financial data to non-financial stakeholders regarding the day-to-day operations as well as the redevelopment of the Canberra Theatre Centre.

In return, we can offer you a friendly, creative inclusive workplace and the opportunity to contribute to the future of the ACT's premier performing arts venue.

Eligibility/Other Requirements: Experience working in ACT Government would be welcome but not essential. This position is full time at 36.75 hours per week and reports to the General Manager, Canberra Theatre Centre.

Notes: This is a six month temporary position with the possibility of extension up to 12 months.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Arna Walker 6243 5736 arnam.walker@act.gov.au

Corporate

Director, Facility Operations and Capital Works

Senior Officer Grade A - CFC \$157,201, Canberra (PN: 1121)

Gazetted: 20 December 2023

Closing Date: 17 January 2024

Details: Are you an excellent, motivated leader in procurement, capital works, facilities management and team building? Do you have a track record in procurement, governance and the delivery of projects on time and on budget? Do you have a passion for the arts, heritage and culture? Do you want to be part of the ACT's largest cultural organisation at one of the most exciting and expansive times? Then read on!

The Cultural Facilities Corporation (CFC) is seeking an experienced senior manager for the position of Director, Facility Operations and Capital Works. As part of the CFC, you will work collaboratively across the whole organisation, and contribute to the expansion of CMAG into new gallery spaces, significant investment in Lanyon Homestead, and the next stage of the redevelopment of Canberra Theatre Centre.

Working directly to the CEO, you will lead a team which has responsibility for procurement for minor and major works. You will develop and implement the capital works program right across the CFC.

You will also improve the CFC's built asset management and maintenance program, establish a fresh, modern approach to facilities management, and build a motivated, resilient facilities management team.

Eligibility/ Other Requirements: This position is full-time at 36.75 hours per week and reports to the Marketing Campaign Manager, Canberra Theatre Centre.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gordon Ramsay 0481 069 148 gordon.ramsay@act.gov.au

Canberra Theatre Centre

Marketing Campaign Officer

Administrative Services Officer Class 5 - CFC \$84,749 - \$89,705, Canberra (PN: 3584)

Gazetted: 19 December 2023

Closing Date: 23 January 2024

Details: Calling all music, theatre and comedy lovers! Canberra Theatre Centre is looking for a passionate Marketing Campaign Officer to join our team. You will be responsible for the planning, delivery, and evaluation of integrated marketing campaigns for theatre, musical, and dance performances.

You will work closely with the Programming and Box Office teams and will liaise directly with some of Australia's biggest touring companies. In addition to sound project management and communication skills, you will have the ability to think creatively and develop written and visual content that benefits the campaign.

Eligibility/ Other Requirements: This position is full-time at 36.75 hours per week and reports to the Marketing Campaign Manager, Canberra Theatre Centre.

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

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Morris 0431 113 908 jennifer.morris@act.gov.au

ACT Galleries, Museum and Heritage

Museum Program Producer

Curatorial, Collections and Education Officer Class 1 \$73,920 - \$89,705, Canberra (PN: 1307)

Gazetted: 18 December 2023

Closing Date: 22 January 2024

Details: The Cultural Facilities Corporation has an exciting opportunity for an experienced creative professional to be an Education Program Producer to develop and coordinate the delivery of education programs at Canberra Museum and Gallery (CMAG), The Nolan Collection, Lanyon Homestead, Calthorpes House and Mugga Cottage. The position is part of the Visitor Experiences team within the Galleries, Museums and Heritage (GMH) Unit, which includes Public Programs and Visitor Services. You will work collaboratively with the Exhibitions and Collections team to develop, deliver and evaluate education programs (onsite, offsite and outreach) that reflect contemporary museum education theory, meet curriculum requirements, are appropriate for the intended audiences and supports the GHM's Learning Policy and the CFC's Strategic Plan (2023-27).

In this position you will establish and maintain partnerships with education, heritage, arts and cultural tourism related organisations and coordinate teacher professional opportunities and broaden the range of learning experiences attached to our permanent, temporary and touring exhibition programs.

The Education Program Producer reports to the Museum Programs Manager and works alongside Public Program Producers, Access and Learning Officers and a Booking's Officer.

Eligibility/Other Requirements: This position will suit an organised, strategic, creative person who thrives on delivering impactful, innovative, engaging and creative formal and informal learning / engagement opportunities. The role includes occasional weekend and after-hours works to support special events and programs.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Brake 0439 833 642 anne.brake@act.gov.au

**ACT Galleries, Museum and Heritage
Museum Program Manager**

Curatorial, Collections and Education Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 1306)

Gazetted: 18 December 2023

Closing Date: 22 January 2024

Details: The Cultural Facilities Corporation (CFC) is excited to announce a new position to lead their Galleries Museums and Heritage (GMH) Public and Learning Programs team.

The GMH unit of the CFC includes some of Canberra's most important heritage and arts institutions - Canberra Museum and Gallery (CMAG), The Nolan Collection, Lanyon Homestead, Calthorpes House and Mugga Cottage. In this role you will use your extensive experience in and understanding of contemporary museum education theory and practice to ensure both formal and informal programs enhance audience engagement and understanding of our exhibitions, collections and cultural places and contribute to curriculum requirements and life-long learning aspirations identified in our Strategic Plan (2023/27).

Your extensive networks will enable you to identify, establish and maintain partnerships with education, heritage, arts and cultural tourism related organisations, coordinate teacher professional opportunities and broaden the range of visitor experiences.

The role is situated in the Visitor Experiences team which delivers Visitor Services at all properties. This role also works collaboratively with the Exhibitions and Collections team.

Eligibility/Other Requirements: This position will suit an organised, strategic, creative person who thrives on delivering impactful, innovative, engaging and creative formal and informal learning / engagement opportunities. The role includes occasional weekend and after-hours works to support special events and programs.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Brake 0439 833 642 anne.brake@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

Business Services Division

School Facilities Management Branch

Office of the Executive Branch Manager, School Facilities Management

Business Manager

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 63396)

Gazetted: 15 December 2023

Closing Date: 29 December 2023

Details: Do you have the skills and business acumen required to lead a busy portfolio within a public administration context? Are you looking for a varied and rewarding role leading the administrative and business coordination functions within a fast paced environment?

The Office of the Executive Branch Manager, School Facilities Management is seeking a Business Manager to join our leadership team.

The School Facilities Management (SFM) Branch is responsible for the overall management and delivery of infrastructure and building related services to ACT public schools, including the Public-School Infrastructure Renewal Program, Repairs and Maintenance (including hazardous materials remediation) and Corporate Asset Services as well as the School Cleaning Service (SCS) and Building Services Operations.

This role, reporting directly to the Executive Branch Manager, will lead and oversee all business and financial functions of the Executive Branch Managers Office.

Responsibilities include (but are not limited to) coordination, review and editing of Ministerial Briefs and advice to Government; financial management; building and managing relationships with stakeholders; identifying opportunities and assisting with development and implementation of strategic business plans and responsibility for leading, mentoring and managing staff, working to align high quality service delivery with the legislative, strategic, and operational goals of the Education Directorate.

An ability to think critically will be vital in providing informed advice to the Executive Branch Manager to minimise risks, ensure compliance, strategically ensure the most effective use of resources, identify issues, and offer solutions for business operations. Advanced writing skills, excellent communication, an ability to coordinate multiple priorities and customer service skills will be essential.

The successful applicant will be a motivated and dynamic leader seeking to work within a culture of high performance, collaboration, and innovation with a focus on solutions, accountability, and excellence.

Eligibility/ Other Requirements: The Business Manager will be required to demonstrate outstanding organisational and communication skills, including demonstrated experience writing for government.

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

How to Apply: Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria (no greater than three pages) and the contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Anthony Bailey 0411675782 Anthony.Bailey@act.gov.au

Service Design and Delivery

Student Engagement

Clinical Practice

Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60092, Several)

Gazetted: 20 December 2023

Closing Date: 8 February 2024

Details: In joining the Student Engagement team, you will have opportunity to undertake a wide range of direct social work roles across our student engagement teams in the Allied Health Service, Wellbeing in Schools Pilot and Targeted Support Teams. The current Social Work positions sit within the Allied Health Services and Wellbeing in Schools (WINS) teams.

The ideal candidate will be experienced in working with children and families and have a strong understanding of support options available in the ACT. They will be able to work independently and part of a team as well as have excellent interpersonal and collaborative skills. They will have the skills and capacity to impact positively on student outcomes through their delivery of psychosocial interventions in collaboration with students, families and the interprofessional team.

All positions will be provided support appropriate to the HP level, and clinical supervision requirements. The successful applicant may be asked to work across the Canberra region.

Eligibility/Other Requirements:

MANDATORY

Tertiary qualifications in Social Work

A minimum of 3 years, or equivalent, of experience.

Membership with the Australian Association of Social Workers or eligibility for membership.

Current drivers licence essential, including access to a private vehicle for work purposes.

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

HIGHLY DESIRABLE

Relevant experience in education or a related area.

A comprehensive knowledge of youth services and programs in the ACT, and established connections with the ACT Youth and Community Sector.

Note: Both permanent and temporary positions are available and will be offered off this recruitment process.

Temporary positions will be offered for a period of 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications must include

A statement against the selection criteria.

This should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position (maximum 4 pages).

A current Curriculum Vitae

Your curriculum vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities.

Two referees

Provide names and contact details of two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button.

Contact Officer: Rebecca Russell 0466 468 041 Rebecca.Russell@ed.act.edu.au

Service Design and Delivery

Learning Wellbeing Policy and Design

Wellbeing and Inclusion

Assistant Director Gender Equality Policy and Practice

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 44209)

Gazetted: 20 December 2023

Closing Date: 12 January 2024

Details: This role is an exciting opportunity to support schools to deliver contemporary gender and inclusion practice and develop teacher capability to ensure students have the skills, knowledge, and attitudes to engage in respectful relationships and to reject attitudes and/or behaviours that lead to gender-based violence in our community.

The successful candidate will be part of a team responsible for the implementation of the ACT Education Directorate's approach to gender equality and inclusion in ACT public schools. They will be responsible for developing and implementing policy, communications documents and professional learning that fosters gender equality and inclusion in ACT public schools. They will actively participate in the development of strategies, programs and other supports that will increase the gender equality and inclusion capability of school-based staff. Eligibility/Other requirements: Qualifications in education or health related fields is preferred. Experience in schools, education, sexual health or health policy will be considered highly desirable.

Notes: This is a temporary position available immediately until March 2024 with the possibility of extension up to 12 months and/or permanency.

How to Apply: If you are interested in this position, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

Current Resume/Curriculum Vitae

Individual response to the selection criteria

In two pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position.

Two Referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Dance (02) 6205 9680 Alex.Dance@act.gov.au

Business Services

Asset Management and Delivery

Strategic Infrastructure and Sustainability/Environmental Sustainability

Director, Environmental Sustainability

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 44917)

Gazetted: 20 December 2023

Closing Date: 12 January 2024

Details: The Environmental Sustainability section within the Asset Management and Delivery (AMD) Branch of the Education Directorate (EDU) develops and implements strategies and policies to ensure that EDU's building and infrastructure assets are constructed and operated to provide achievement of the Directorate's sustainability targets and goals. It does this through the development and maintenance of EDU's environmental sustainability strategies.

AMD is seeking applications for a Director to lead a team working collaboratively with schools and other government agencies to improve the sustainable performance of schools and coordinate the implementation of a

Carbon Neutral Strategic Plan for EDU's response to the ACT Government's Climate Change Strategy. This role will develop, manage and report on the delivery of the annual Environmental Sustainability Development (ESD) project program and manage all aspects of the ESD team including staff, use of resources, priority and risk management, administrative processes, exercise financial and other delegations and represent the Directorate in meetings, negotiations and workshops.

Eligibility/Other Requirements:

Extensive knowledge and experience in the development and implementation of environmental sustainability related strategic planning and annual works programs to significantly reduce carbon emissions, energy consumption, water consumption and waste, and in bringing about long term behavioural change of building occupants to support environmental sustainability initiatives are essential.

Mandatory:

Hold a relevant professional qualification in Engineering, Architecture, Sustainability or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building, infrastructure or sustainability knowledge and/or project management experience relevant to the role.

Desirable:

Possession of a 'white card', Asbestos Awareness Training certificate and Working with Vulnerable Persons Card or willingness to complete the required training.

A current Driver's Licence.

Relevant Tertiary qualification in Environmental Sustainability.

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: Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the Professional and Technical Skills, and Knowledge and the contact details of two referees. Applications should be submitted via the Apply Now button.

Contact Officer: Clair Gumley (02) 6207 5816 Clair.Gumley@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment Heritage and Water

Conservation Research

Flora

Restoration Program Manager

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 63986)

Gazetted: 15 December 2023

Closing Date: 22 December 2023

Details: The Office of Nature Conservation is looking for Restoration Program Manager to join there leadership team.

The Restoration Program Manager will play a pivotal role in the successful delivery of habitat restoration projects. The role involves working collaboratively with the Parks and Conservation Service and various other stakeholders to develop and implement restoration plans at key locations, ensuring compliance with relevant legislation and fostering community engagement. The successful candidate will be responsible for managing the restoration delivery coordinating with internal and external stakeholders and ensuring the safe and efficient execution of restoration projects.

Eligibility/ Other Requirements: Mandatory:

Tertiary qualifications in environmental management, environmental science, natural resource management, or related disciplines;

Willingness and ability to conduct fieldwork activities including occasionally in uncomfortable weather conditions and/or after hours;

ACT Drivers licence and ability to operate a 4WD vehicle with a willingness to attend 4WD training including for recovery operations.

Desirable:

A current First Aid Certificate

Note: This is a temporary position available with the possibility of extension up to 12 months and/or permanency.

How to Apply: Please submit your response of no more than 300 words addressing each Selection Criteria (see Position Description), together with your curriculum vitae and names of two referees by the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button.

Contact Officer: Brett Howland (02) 6205 9129 Brett.Howland@act.gov.au

Climate Change and Energy

Programs

Households

Program Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 34728, Several)

Gazetted: 19 December 2023

Closing Date: 2 January 2024

Details: The Climate Change and Energy Division is looking for several energetic and well-organised Senior Program Officers to help deliver a range of targeted programs and services that empower the Canberra community to be sustainable, reduce emissions, and be energy efficient. This is a unique opportunity to be part of a vibrant workplace that delivers work on world leading, cutting edge climate action. The role provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community. The successful applicants will work in partnership with a wide range of internal and external stakeholders to deliver program outputs and outcomes. Duties include effective project planning and delivery, brief and report writing, stakeholder liaison and communication, and high-quality administration such as procurement and contract management support. This work is done in collaboration with all sectors including government, non-government, business, community, and households.

Eligibility/Other Requirements:

Some after-hours and weekend work will be required.

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

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

Two-page supporting statement addressing Selection Criteria

Curriculum vitae

Contact details of two referees

Applications should be submitted via the Apply Now button.

Contact Officer: Rahul Ravindranathan (02) 6205 3076 Rahul.Ravindranathan@act.gov.au

Environment, Heritage and Water

Office of Nature Conservation

Conservation Science and Programs

Director, Conservation Science and Programs

Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61437)

Gazetted: 20 December 2023

Closing Date: 17 January 2024

Details: This is an exciting opportunity for a leadership position in the newly established Office of Nature Conservation (ONC). ONC brings together policy, science, and data expertise to accelerate unified thinking and action to respond to the immense conservation challenges facing the ACT. The ONC focuses on an outcomes-based philosophy to guide, support, and inform on-ground conservation efforts undertaken by ACT Parks and Conservation Services, volunteer environmental partners and the community.

This position, working closely with the Senior Director and other senior officers within and beyond ONC, will provide strategic science leadership across ONC teams and to the Environment, Heritage and Water division; and lead/contribute to the development of coordinated nature conservation programs for the ACT.

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

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications and > 5 years experience in ecology, environmental science, natural resource management or similar field.

Extensive relevant experience in a conservation-related leadership role.

Current manual driver's licence, or willingness to acquire one.

Highly Desirable:

Extensive experience in the ACT or other government environment/NRM agencies, or similar institutional environment.

Note: This is a temporary position available 30 January 2024 to 30 January 2026 with the possibility of extension up to 12 months and/or permanency. 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 respond with a curriculum vitae, and a two-three-page response referring to each Selection Criterion in turn. Please include two referees (referee reports may or may not be required, and applicants will be notified before referees are contacted).

Applications should be submitted via the Apply Now button.

Contact Officer: Rosie Cooney 0422281818 Rosie.Cooney@act.gov.au

Climate Change and Energy

Programs

Vulnerable Household Energy Support Scheme

Program Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 58902)

Gazetted: 19 December 2023

Closing Date: 18 January 2024

Details: The Climate Change and Energy Division is looking for an enthusiastic and talented Program Officer to join us in delivering programs that will help Canberra reach zero emissions. This is an exciting opportunity to be part of world leading climate action that has a direct and positive impact for the local community. If you enjoy working in a fast-paced government team where your work makes a difference, then come and join us!

The successful applicant will assist in the delivery of climate change programs. The role will require excellent skills in customer service, and strong organisational and administrative program support functions. Some after-hours and weekend work will be required.

This is a temporary position for 12 months, with the possibility of extension and/or permanency. A merit pool will also be established from this selection process and will be used to fill 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.

Applications are sought from potential candidates and should include:

A two-page supporting statement addressing the Selection Criteria

Curriculum vitae

Contact details of two referees.

Eligibility/Other Requirements: Weekend work will be required.

Note: This is a temporary position available immediately to 21 November 2024 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position 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 two-page supporting statement addressing the Selection Criteria

Curriculum vitae

Contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Elise Lee (02) 6205 0953 Elise.Lee@act.gov.au

Environment

ACT Parks and Conservation Service

Volunteer and Visitor Experience

Senior Visitor Services Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 16065, Several)

Gazetted: 18 December 2023

Closing Date: 1 January 2024

Details: The ACT Parks and Conservation Service is seeking a Senior Visitor Services Officer to provide customer service and business support functions, primarily at the Tidbinbilla Visitor Centre, potentially also at Namadgi Visitor Centre. The role is a part of the Volunteer and Visitor Experience team within the Parks and Partnerships section of the ACT Parks and Conservation Service.

The position is responsible for the daily operation of the Visitor Information Centre during the week, rostered weekends and public holidays and is required to liaise with staff, volunteers and management to ensure the smooth provision of visitor services during those times.

The successful applicant will be required to undertake administrative support functions including basic financial management tasks (banking and reporting) as well as cash handling and utilising point of sale systems. The position provides support in record-keeping, equipment and stock control, security, telephone and radio communication systems.

The role supervises a small team of part-time and casual Visitor Services Officers and reports to the Manager of Tidbinbilla Visitor Centre.

Eligibility/ Other Requirements:

Mandatory:

Current driver's licence

Preparedness to wear a uniform.

Preparedness to work a shift roster including weekends and public holidays (penalty rates apply)

Preparedness to work at any Parks and Conservation Service location as directed.

The position requires a Working with Vulnerable People Registration.

Highly Desirable:

Proven hospitality skills in a fast-paced environment well regarded.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This is a long-term vacancy for a period up to 12 months with the possibility of extension and or permanency. This position is required to work a 10 day on and 4 days off roster.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be submitted via the Apply Now button below.

Applications should be submitted via the Apply Now button.

Contact Officer: Lauren McQueen 0481914508 lauren.mcqueen@act.gov.au

Justice and Community Safety

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

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

ACT DPP

Legal

Legal

Prosecutor Grade 1-2

Prosecutor Grade 1 - 2 \$87,158 - \$134,264, Canberra (PN: 16347, several)

Gazetted: 15 December 2023

Closing Date: 15 January 2024

Details: The ACT Director of Public Prosecutions is the independent prosecutions authority of and for the Australian Capital Territory and is seeking to fill vacancies at the Prosecutor Grade 1-2 level. The positions will appeal to those who have proven advocacy experience and a desire to appear in court. Successful candidates must effectively

communicate with the court, complainants, witnesses, professional colleagues and the police. Good attention to detail, legal analytical skills and time management is essential.

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.

Eligibility/Other Requirements: The successful applicants will need to be admitted to or eligible to practice as a legal practitioners in the ACT and undergo a criminal record check.

Note: This position requires successful applicants to work in the office five (5) days per week. A merit pool may be established to fill identical vacancies over the next 12 months.

How to Apply: Please submit a written “pitch” of no more than two pages responding to the capabilities listed under ‘What You Require’ in the Position Description, along with your current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Orourke (02) 6207 5399 Tania.ORourke@act.gov.au

Corrective Services

OCOM

MSU

Team Leader, Ministerial Support Unit

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 38296)

Gazetted: 14 December 2023

Closing Date: 5 January 2024

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Team Leader, Ministerial Support Unit (SOGC), within the Office of the Commissioner.

The successful applicant will be managing a small team and the day to day operations of the Ministerial Support Unit, in close collaboration with internal and external stakeholders.

Success in this role demands a high level of written, verbal and liaison skills, and the ability to manage and coordinate a significant workload. You will be required to critically examine and maintain quality control of written documents produced by the Unit, liaise with ACTCS Executives to develop and produce reports, correspondence and briefings, provide weekly reports and undertake other duties as appropriate which contribute to the operations of ACTCS.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities.

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

Eligibility/ Other Requirements:

A working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government processes is desirable.

Relevant tertiary qualifications in a relevant field, e.g. Law, Criminology, Social Sciences, or working towards such a qualification is desirable.

The successful candidate will be required to undergo a criminal record check.

A Class C driver’s licence is desirable.

How to Apply: To apply, applicants are required to submit four items:

- (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements;
- (2) a current curriculum vitae;
- (3) the names and contact details of two referees (one should be a current Supervisor/Manager);
- (4) a copy of your current driver’s licence.

Applications should be submitted via the apply now button.

Contact Officer: Bregje Van Spijker (02) 6205 5589 Bregje.VanSpijker@act.gov.au

Therapeutic and Client Services Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 12976)

Gazetted: 20 December 2023

Closing Date: 17 January 2024

Details: Expressions of Interest (EOI) are sought for the Therapeutic and Client Services Officer position at ACT Courts and Tribunal.

The Therapeutic and Client Services Officers primary role is to support the daily operations and delivery of support services to the ACT Supreme Court, ACT Magistrates Court and the ACT Civil and Administrative Tribunal (ACAT) to minimise barriers for vulnerable witnesses to participation in judicial processes wherever possible.

The role supports the fast-paced operations the Remote Witness Suites, enabling and supporting vulnerable witnesses to participate in Court and Tribunal proceedings safely and with appropriate support measures in place.

As such, the person needs to work within trauma informed and client-centred frameworks, with sound coordination and liaison skill, and be familiar with communications and technologies that are deployed within the courts and tribunal to support witnesses to connect and participate remotely.

This position also provides support to facilitate the recording, storage and editing of digitally recorded video evidence, across both the Magistrates and Supreme Courts. This includes the manual task of editing recordings of witness evidence to match court transcripts. Great attention to detail and time management is required to complete these tasks.

This position will suit an applicant who is organised, adaptable and has strong communication skills.

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

Eligibility/ Other Requirements: The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. The ACTCT provides support services and training to assist staff in being culturally aware, resilient, and safe in the workplace.

Note: This is a temporary position available for three months from late Jan 2024 until late April 2024 with the possibility of extension up to six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: Please provide a statement of no more than one page addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the attached Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted to the Contact Officer.

Contact Officer: Daniella Posavec (02) 6207 3581 Daniella.Posavec@Courts.act.gov.au

Custodial Operations

Custodial Operations

Electrician

General Service Officer Level 9/General Service Officer Level 10 \$83,414 - \$109,072, Canberra (PN: 47431)

Gazetted: 20 December 2023

Closing Date: 27 December 2023

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and suitably qualified person to fill the position of Electrician (GSO10), in the Facilities Management Unit, located at the Alexander Maconochie Centre (AMC).

This is a temporary vacancy available for three months, with the possibility of extension, not exceeding six months.

Working closely with the Facilities Management and Custodial Operations teams, the Electrician will undertake a variety of planned and reactive maintenance tasks relating to installing, maintaining, upgrading, troubleshooting, renovating, testing, optimising and repairing electrical systems, apparatus, infrastructure and appliances to ensure that facilities are safe, humane, compliant, cost effective and of a high quality.

In addition, this position will support the training and development of detainees through maintenance related work activities, in order to enhance their post-release employment opportunities.

To be successful, you will demonstrate exceptional communication and interpersonal skills and experience in project management.

To be successful, you will have proven experience as a skilled Electrician, in addition to possessing well developed interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/Other Requirements: Compliance Requirements/Qualifications

Background, criminal history and security clearance checks will be conducted.

The occupant of this position will be required to:

Hold an Australian recognised occupational trade qualification in electrical/electrotechnology (minimum Certificate III level).

Hold an unrestricted ACT Electrician licence have the ability to obtain before commencement.

Hold an unrestricted drivers licence (minimum class C).

Hold an ACT Working with Vulnerable People registration without restrictions or have the ability to obtain before commencement.

Pass a pre-employment medical.

Undertake parts of the duties outside normal business hours.

Work a rotating on-call roster.

Provide backfill support to the Facilities Management unit.

Work across all ACT Corrective Services sites.

Qualifications or licences in the following areas are highly desirable:

ACMA Open Cabling Registration or equivalent.

ACT Security Licence (install, maintain, monitor, repair or service security equipment).

General construction induction (white card).

Working with asbestos containing materials.

Elevating work platform.

Working at heights.

Work Safely on roofs.

Confined space entry.

Experience working within a custodial or secure environment is highly desirable.

Note: This is a temporary position available for a period of 3 months with the possibility of extension up to 6 months.

How to Apply: Applicants must provide the following to ACTCSPeopleandCulture@act.gov.au

A current curriculum vitae, including the names and contact details of two referees (one of which should be your current supervisor); and

A written supporting statement of no more than two pages addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements.

Applications should be submitted to the contact officer.

Contact Officer: Adrian Jorritsma (02) 6207 6770 ACTCSPeopleandCulture@act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Therapeutic and Client Services

First Nations Community Engagement Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 58911, several)

Gazetted: 20 December 2023

Closing Date: 17 January 2024

Details: Expressions of Interest (EOI) are sought for the Therapeutic and Client Services Officer position at ACT Courts and Tribunal.

The Therapeutic and Client Services Officers primary role is to support the daily operations and delivery of support services to the ACT Supreme Court, ACT Magistrates Court and the ACT Civil and Administrative Tribunal (ACAT) to minimise barriers for vulnerable witnesses to participation in judicial processes wherever possible. The role supports the fast-paced operations the Remote Witness Suites, enabling and supporting vulnerable witnesses to participate in Court and Tribunal proceedings safely and with appropriate support measures in place. As such, the person needs to work within trauma informed and client-centred frameworks, with sound coordination and liaison skill, and be familiar with communications and technologies that are deployed within the courts and tribunal to support witnesses to connect and participate remotely.

This position also provides support to facilitate the recording, storage and editing of digitally recorded video evidence, across both the Magistrates and Supreme Courts. This includes the manual task of editing recordings of

witness evidence to match court transcripts. Great attention to detail and time management is required to complete these tasks.

The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. The ACTCT provides support services and training to assist staff in being culturally aware, resilient, and safe in the workplace.

This position will suit an applicant who is organised, adaptable and has strong communication skills.

Eligibility/Other requirements:

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

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)

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

Notes: This is a temporary position available from late January 2024 to late April 2024 with the possibility of extension up to six months. This position is available to ACT Government officers and employees only. 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 statement of no more than one (1) page addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the attached Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Daniella Posavec (02) 6207 3581 Daniella.Posavec@Courts.act.gov.au

ACT Emergency Services Agency

ACT Ambulance Service

ACTAS Education

Assistant Director, Ambulance Communications Centre Training Coordinator

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 16777)

Gazetted: 18 December 2023

Closing Date: 22 January 2024

Details: Are you an experienced ambulance communications officer with a passion for delivering high quality education? Are you able to communicate seamlessly across pre-hospital clinical domains (e.g. paramedicine, non-emergency patient transport etc), have experience in developing novel solutions to complex problems, and enjoy developing staff? Are you good at identifying and filling gaps, eliminating duplicity, and seeks to find innovative solutions? Then the Assistant Director, Ambulance Communications Centre Training Coordinator role might be for you!

The Assistant Director, Ambulance Communications Centre Training Coordinator will be responsible for the design, development, and delivery of training activities for members performing functions within the ESA 000 Communications Centre.

The role will work both independently and within a small team environment, maintaining a high-level of confidentiality and discretion.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

Eligibility/ Other Requirements:

Possession of, working towards, or willingness to obtain a current Certificate IV in Training and Assessment (or higher qualification) is required.

A Certificate IV in Ambulance Communications (Dispatch) is required.

Experience working in the VET environment is highly desirable for this role.

A minimum of a C class driver's license is desirable.

A Working with Vulnerable People registration is required.

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

The ACTAS is committed to maintaining an ethos that contributes to a culture of quality and safety through the delivery of a consistent person-centred service that is driven by evidence and innovative processes, and which improves and supports healthcare outcomes.

How to Apply: Applicants must submit (prior to the closing date) the following:

A two-page A4 statement (minimum size 12 font & normal size margins), addressing the six capabilities for the position (as listed in the Position Description), showing your experience and what you can bring to the position of Assistant Director, Ambulance Communication Centre Training Coordinator with ACTAS

A brief employment history/curriculum vitae (no more than two pages)

Copies of all relevant qualifications

Applications should be submitted via the Apply Now button.

Contact Officer: Greg Brown (02) 6207 8443 JACSACTASRecruitment@act.gov.au

ACT Emergency Services Agency

ACT Ambulance Service

ACTAS Education

ACTAS Recruitment and Education Administration Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 61966)

Gazetted: 18 December 2023

Closing Date: 22 January 2024

Details: Are you an experienced administrator with a background in human resources and recruitment? Are you the kind of person who can rapidly build and maintain rapport, is self-directed, and thrives in an environment that is fast paced? Are you good at identifying and filling gaps, eliminating duplicity, and seeks to find innovative solutions? Then the ACT Ambulance Service (ACTAS) Recruitment and Education Administration Officer role might be for you!

The ACTAS Recruitment and Education Administration Officer reports to the ACTAS General Manager Education and will work with other stakeholders across the ACT Emergency Services Agency to coordinate and support the end-to-end recruitment and onboarding processes for clinical & non-clinical roles within the ACT Ambulance Service. The role will be responsible for candidate management, logistical coordination, and scheduling of recruitment and orientation programs for new starters. This role requires strong attention to detail, ability to multi-task and manage competing priorities, and effectively engage in problem solving, referring on any complex and sensitive issues as appropriate.

Additionally, the ACTAS Recruitment and Education Administration Officer will support the ACTAS Education team by providing administrative support in managing ACTAS training programs, including scheduling and booking classrooms, managing staff records and training enrolments, processing study assistance applications, and other administrative tasks as required.

The role will work both independently and within a small team environment, maintaining a high-level of confidentiality and discretion.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

Eligibility/ Other Requirements:

Experience in delivering end-to-end recruitment processes is highly desirable.

A minimum of a C class driver's license is desirable.

A Working with Vulnerable People registration is required.

Note: The ACTAS is committed to maintaining an ethos that contributes to a culture of quality and safety through the delivery of a consistent person-centred service that is driven by evidence and innovative processes, and which improves and supports healthcare outcomes.

How to Apply: Applicants must submit (prior to the closing date) the following:

A two-page A4 statement (minimum size 12 font & normal size margins), addressing the seven capabilities for the position (as listed in the Position Description), showing your experience and what you can bring to the position of Recruitment & Education Administration Officer with ACTAS.

A brief employment history/Curriculum vitae (no more than two pages).

Any relevant qualifications or certifications that may be relevant to the role.

Applications should be submitted via the Apply Now button.

Contact Officer: Greg Brown (02) 6207 8443 JACSACTASRecruitment@act.gov.au

ACT Emergency Services Agency

ACT Ambulance Service

Vehicle Detailing and Logistics Support Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 62620)

Gazetted: 18 December 2023

Closing Date: 31 January 2024

Details: The ACT Ambulance Service is recruiting to the role of a Vehicle Detailing and Logistics Support Officer within our Support Services team.

The Vehicle Detailing and Logistics Support Officer plays a vital role in assisting the Ambulance Services in its response to the ACT Community. Working within the Support Services team, this position will be responsible for ensuring that when Ambulance resources are returned to operations post servicing that they are in a clean and ready state. The role will also see the successful person assisting in making sure that the ACT Ambulance Service stations are adequately stocked and are in an operational capacity.

This position will resonate with a person driven to serve the ACT community. They should possess attention to detail and ability to work unsupervised.

As part of the ACTAS, the Vehicle Detailing and Logistics Support Officer will be expected to contribute to a culture of quality and safety through the delivery of a consistent person-centred service that is driven by evidence and innovative processes, to improve and support healthcare outcomes.

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

Eligibility/ Other Requirements:

MR Class Licence is essential.

Working with Vulnerable People Check.

Eligible applicants will undergo a police record check.

How to Apply: To apply for this position please provide a short pitch of no more than two pages outlining why you are interested in this role, what you offer the agency, your skill set, relevant career history, achievements, and leadership attributes. You should consider the Professional / Technical Skills and Knowledge and Behavioural Capabilities listed in the Position Description when completing your pitch.

You will also be required to provide a copy of your curriculum vitae, any qualifications, statutory declaration (found in additional documents) and contact details of two referees when completing your application.

Applications should be submitted via the Apply Now button.

Contact Officer: Matt Smith (02) 6207 8127 Matt.Smith@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.

Major Projects Canberra

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

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

Project Development and Support Group

Project Management Office

Assistant Director, Contracts

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 46008, several)

Gazetted: 15 December 2023

Closing Date: 14 January 2024

Details: Do you want to apply your skills in procurement and contracts to support the delivery of infrastructure in this city? Then this opportunity is for you!

Major Projects Canberra leads the procurement and delivery of the ACT Government's infrastructure (capital works) program. You will become a member of a small team of highly experienced officers who work collaboratively and responsively with project officers to enable the timely drafting, preparation and execution of

contracts and agreements required in the delivery of construction related services and works. The team also manages panel arrangements.

You will prepare contracts; help maintain a suite of contemporary contracts; provide support for the use of the standard suite of contracts and assist with the management no panel arrangements.

You will also be part of a dynamic and experienced wider team, the Project Management Office (PMO) Branch, which consists of the Project Controls Team; Prequalification Team, Workplace Health and Safety Team, Project Development team, and the Project Management & Reporting System (PMARS) Team.

Note: This is a temporary position available from 25 February 2024 until 31 March 2024 with the possibility of extension and/or permanency.

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

How to Apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Oryan (02) 6207 1129 Sam.ORYan@act.gov.au

Light Rail

Deputy Project Director

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 63977)

Gazetted: 14 December 2023

Closing Date: 28 December 2023

Details: Are you our new Deputy Project Director?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The role of Deputy Project Director Light Rail is a key role within Major Projects Canberra, responsible for assisting the Project Director in overseeing the planning, procurement and delivery of Stage 2 of the Canberra light rail network.

The Deputy Project Director Light Rail will assist the Project Director in leading and motivating a dynamic and high performing project team, liaising with important project stakeholders, overseeing the receipt of technical advisory services by the Territory, managing project transition from business case, to procurement, to delivery, including planning approvals, managing budgets, and ensuring the project outcomes are delivered in a timely and value for money manner.

The Project Director, Light Rail, the role will interact very closely with the Transport Canberra and City Services, City Renewal Authority, Chief Minister and Economic Development and Environment, Planning and Sustainable Development directorates and with other ACT Government departments to ensure efficient and effective integration of the light rail project with wider transport and city regeneration strategies.

Attraction and Retention Incentive

Depending on the skills and experience of the candidate, the position may attract an Attraction and Retention Incentive (ARIn). The total combined salary package range is between \$200,140 - \$300,210 plus superannuation. This ARIn is reviewable under the terms of the ACTPS ARIn Policy. At the two year point a further comprehensive review may be undertaken in line with the duration of the Project providing the position continues to meet the eligibility criteria, including consideration of relevant market rates/and or changes to the operational requirements of the business unit.

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

Eligibility/Other requirements: Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

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

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

Project Management – either a:

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

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

Have a least 10 years' relevant experience in Project Management.

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

How to apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

For Infrastructure Manager Specialist roles: Please provide copies of relevant degrees and qualifications as per the mandatory requirements outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Built Form and Divestment

Built Form

Development Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 55958)

Gazetted: 15 December 2023

Closing Date: 5 January 2024

Details: Are you an experienced project professional with demonstrated leadership in sustainable design and urban development? The Suburban Land Agency's (the Agency) Built Form team is seeking applications for the position of Development Manager to drive the delivery of showcase sustainable developments for the Agency.

The Built Form team is an interdisciplinary team of passionate professionals who are committed to strong leadership in people-, place- and design-led urban development that balances commercial outcomes with social and environmental innovations.

The Development Manager reports to the Senior Development Manager, Built Form the role is responsible for managing the various stages of bespoke sustainable built form projects, which may include, design development, feasibility and construction delivery, while operating in an interdisciplinary team environment with property, design, delivery and community engagement experts. Using a risk management approach, the Development Manager ensures appropriate project governance is established and maintained. Importantly, the Development Manager champions the values of the ACT Public Service.

This is an exciting opportunity to contribute to a dynamic team in designing and constructing exemplar housing projects and delivering innovative built form outcomes in mixed-use urban areas. As part of this, you will be expected to engage with various areas within the Agency, government organisations, industry, community, and consultants.

Eligibility/ Other Requirements:

HIGHLY DESIRABLE

Knowledge and experience of project/program management of sustainable design and built form delivery (minimum of 5 years).

Knowledge and experience of project management software such as MS Project.

Tertiary qualifications and/or demonstrated experience in a related field such as: Urban Design, Architecture, Landscape Architecture, Built Environment, Urban Planning, Environmental Science, Engineering, Building and Construction Management or Project/Contract Management.

PRE-REQUISITE QUALIFICATIONS AND/OR EXPERIENCE

Hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or Have significant building or Infrastructure knowledge and/or project management experience.

Note: A Merit Pool will be established from this selection process and will be used to fill similar temporary and/or permanent 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: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button.

Contact Officer: JonJ Barnes (02) 6207 9402 JonJ.Barnes@act.gov.au

Suburban Land Agency

Governance, Corporate and Legal Services Branch

Governance

Senior Director, Governance

Senior Officer Grade A \$162,291, Canberra (PN: 45272)

Gazetted: 14 December 2023

Closing Date: 12 January 2024

Details: The Governance and Corporate Services Branch (the Branch) has a diverse knowledge base. We collaborate and innovate to deliver:

Board and Agency governance, reporting and legal matters

procurement, fleet, and records management

legal services

project management support

work, health, and safety support

human resources that is both strategic and operational including recruitment, learning and development, and performance management

customer service and office management for external and internal stakeholder groups.

The Governance team is committed to working collaboratively to deliver business improvement through best practice governance and reporting. We promote a culture of learning, disclosure, transparency, and accountability.

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

Selection may be based on application and referee reports only. this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than 2 A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Aimee Vassallo (02) 6205 4040 Aimee.Vassallo@act.gov.au

Development Delivery

Gungahlin

Project Administration Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 40737)

Gazetted: 20 December 2023

Closing Date: 17 January 2024

Details: Project Administration Officer supports the Gungahlin Delivery Section and teams in all activities and contributes to the ongoing development, delivery and implementation of land development and land release projects.

The team is committed to strong project management, innovation, and quality. We are responsible for managing Greenfield projects from planning to delivery.

Eligibility/Other requirements: Highly Desirable

Experience of the ACT Government procurement, planning, development, and construction processes.

Demonstrated experience in land or property development projects and the application of project management skills in this area.

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of no more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Griffith (02) 6207 8724 Andrew.Griffith@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

Executive Branch Manager, Governance and Ministerial Services

Temporary Vacancy (ASAP to 2 February 2024)

Transport Canberra and City Services

Chief Operating Officer

Position: E821

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA's and MPC Infrastructure Managers

Date circulated: 19 December 2023

Transport Canberra and City Services is seeking an experienced leader to fill the position of Executive Branch Manager Governance and Ministerial Services immediately until 2 February 2024 with the possibility of extension. Reporting to the Chief Operating Officer, the Executive Branch Manager Governance and Ministerial Services (GAMS) works collaboratively with the Minister's Office, the Director-General, Deputy Director-Generals and other senior members of TCCS, Executives across the ACTPS, and key government and non-government stakeholders. The role provides leadership and oversight of the teams within the branch.

The primary responsibilities for this position are to:

- Lead the TCCS Governance and Ministerial Team of TCCS, with a focus on excellence and a positive team and branch culture.
- Liaise effectively between the directorate, the DG, the Minister and Cabinet including management of the Departmental Liaison Officer in the Minister's Office.
- Effective management of Assembly and Cabinet Business.
- Oversee coordination of TCCS preparation and attendance at Estimates, Annual Report, and other Committee hearings.
- Provide strategic policy advice, including providing executives with strategic advice on TCCS issues and functions as required.

- Oversee Minister briefings and relationship between TCCS and the Minister's Office.
- Manage corporate reporting for TCCS as well as statutory reporting at a Whole of Government level.
- Deliver the Annual Report and TCCS Strategic Plan.
- Provide oversight and leadership for TCCS Governance, including records management and a Records Management Program, the Objective records management system, risk, compliance, audit including the Internal Audit Committee, and overall governance assurance for the DG and Directorate.
- Manage fraud and corruption issues for the Directorate, including performing the TCCS SERBIR role and working closely with the ACT Integrity Commission, and dealing with TCCS complaints as required.
- Provide oversight and leadership for the TCCS Security and Emergency Management team.
- Provide oversight and leadership for the Facilities, Fleet and Sustainability team, including the Building Management Services team of 480 Northbourne Avenue.
- Effectively perform the role of the Registrar for the ACT Veterinary Practitioners Board under the Veterinary Practice Act 2018, including oversight of secretariat services for the Board and leading relevant legislative review and change for regulation of the veterinary profession, as well as governance and oversight for TCCS Boards and Committees.
- Perform the function of regulator for ACT Cemeteries and Crematoria under the Cemeteries and Crematoria Act 2020.
- Performing the role of Deputy Registrar for Domestic Animals under the Domestic Animals Act 2000, from time to time as required.

The role includes establishing and continually improving systems, processes, and capability to deliver effective and reliable business and professional services to TCCS operations.

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 \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Lisa Johnson via email, Lisa.johnson@act.gov.au by COB Tuesday 26 December 2023.

Contact Officer: Lisa Johnson 62055187 Lisa.johnson@act.gov.au

Executive Branch Manager, Libraries ACT
Temporary Vacancy (Immediately until 26 April 2024)
Transport Canberra and City Services

Libraries ACT

Position: E518

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA, MPC Infrastructure Managers

Date circulated: 19 December 2023

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Libraries ACT for the period asap to 26 April 2024.

The successful applicant should have strong skills, experience or qualification aimed at leading continued development of workplace culture change across

Libraries ACT. The role requires a focus on identifying and developing workplace culture, staff engagement and change management strategies that:

- drive organisational values-based culture into practice
- improve job satisfaction, staff attraction and retention and staff engagement
- create opportunities through improved communication between leaders and their teams

Experience or qualifications in the human resource sector are preferred.

Experience working in an operational organisation is preferred.

Library management experience or qualification is not necessary.

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 \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role via email to Daniel

Childs daniel.childs@act.gov.au by COB Tuesday 2 January 2024.

Contact Officer: Daniel Childs (02) 6213 3204 daniel.childs@act.gov.au

Transport Canberra and Business Services

Transport Canberra Bus Operations

Bus Operations

Customer Service Manager

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 20042)

Gazetted: 15 December 2023

Closing Date: 22 December 2023

Details: Do you have excellent customer service, enjoy a fast-paced operational environment? If yes, we want to hear from you!

The Customer Service Manager is responsible for providing high quality customer service, educating and instructing drivers on appropriate behavioural practices and refresher training. It is critical this position has the ability to establish and maintain effective and diverse business partners, including internal and external stakeholders through collaboration, engagement and responsiveness.

Transport Canberra is looking for a highly motivated individual who is organised, has well developed written and verbal communication skills with the ability to tailor to a targeted audience and knowledge of the public transport networks with the ability to interpret policies, procedures and legislation that applies to the public transport in the ACT.

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

How to Apply: Please submit a written application with your responses limited to no more than one page per Selection Criteria in the Position Description, a curriculum vitae and the contact details of two referees one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Malcolm Howard (02) 6207 7640 Malcolm.Howard@act.gov.au

Territory and Business Services

Domestic Animal Services

Senior Ranger - Domestic Animal Services

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 09803)

Gazetted: 15 December 2023

Closing Date: 29 December 2023

Details: Based at the Domestic Animal Services facility in Symonston, Senior Rangers are responsible for investigating alleged breaches of the Domestic Animals Act 2000 and Animal Welfare Act 1992, and the enforcement of regulatory actions. The position involves responding to complaints in field including attacks, roaming dogs, dogs within prohibited areas, and animal nuisance complaints. The Senior Ranger is responsible for mentoring and supporting rangers to ensure regulatory and public safety matters are dealt with appropriately. A Senior Ranger is a team leader and supervises a team of rangers.

Notes: This is a temporary position available from February 2024 for a period of six months with the possibility of extension up to 12 months.

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

How to apply: Applicants must address each Selection Criteria (up to 350 words per Criteria). Please take into consideration the "What you require" section when addressing how you have demonstrated the Selection Criteria. Applicants must also supply a current curriculum vitae and contact details of two references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqueline Gardner (02) 6207 5396 Jacqueline.Gardner@act.gov.au

Territory and Business Services

Domestic Animal Services

Assistant Director, Business Support

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 53004)

Gazetted: 14 December 2023

Closing Date: 4 January 2024

Details: Based at the Domestic Animal Services facility in Symonston, the Assistant Director Business Support leads the administrative and business support functions of Domestic Animal Services.

The Assistant Director Business Support motivates and positively influence team and individual outcomes, providing ongoing support and guidance to foster an environment of continuous learning. Within this multi-faceted role, they work individually, and with their team, to deliver excellent customer service. This position is required to supervise a small administrative support team.

Note: This is a temporary position available from February 2024 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.

How to Apply: Applicants must address each Selection Criteria (up to 350 words per criteria). Please take into consideration the "What You Require" section when addressing how you have demonstrated the Selection Criteria. Applicants must also supply a current curriculum vitae and contact details of two references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Mooney (02) 6205 0080 Chris.Mooney@act.gov.au

City Services

ACT NoWaste

Service Delivery

Senior Director, Service Delivery, ACT NoWaste

Infrastructure Manager/Specialist 2 \$187,632, Canberra (PN: 50047)

Gazetted: 14 December 2023

Closing Date: 15 February 2024

Details: An exciting opportunity exists in the waste and recycling team of ACT NoWaste, for an enthusiastic and motivated individual, highly skilled in complex contract management, who is keen to work in a dynamic, busy, and challenging environment. Waste and recycling management is a dynamic industry, with changes in its policy, community, and contractual outcomes.

The position of Senior Director, Service Delivery, ACT NoWaste centres on the delivery of high-quality services and contracts. Through timely and individually tailored service management this role delivers program outcomes for a diverse range of operational service and infrastructure areas. A key aspect of the role will be leading the Service Delivery team to engage with our industry partners to deliver high performance, contemporary, risk-based services. Essential to the role is a good understanding of commercial contractual arrangements, a proactive communication approach, and the ability to coordinate the data-to-day management of all aspects of a waste and recycling program to drive optimum and sustained outcomes. The successful applicant will have exceptional critical thinking skills, commercial contract experience, and resilience to work in a complex environment.

The position description outlines the role of TCCS City Services, ACT NoWaste, and the position requirements. To apply please address the Professional and Behavioural skills and capabilities from the criteria in four pages or less. 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:

Positions classified as an Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

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

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

Project Management – either:

a diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
have at least 10 years relevant experience in project management, as described in the work levels.

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

How to Apply: To apply, please address the professional and behavioural skills and capabilities that form the Criteria that are required to perform the duties and responsibilities of the position. These are outlined in the Position Description. Please address these for your application in four pages or less.

Applications should be submitted via the apply now button.

Contact Officer: Margaret Kitchen (02) 6207 7623 Margaret.Kitchen@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Libraries ACT

Multicultural Coordinator

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 36211)

Gazetted: 15 December 2023

Closing Date: 12 January 2024

Details: As a branch within Transport Canberra and City Services, Libraries ACT offers you more than a job – the work we do supporting the people of Canberra is work nobody else does. Canberra is a growing, vibrant, and ever-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed different perspectives and experiences.

Libraries ACT mirrors the vibrancy of the community it serves, constantly re-inventing itself to meet community needs and expectations. We are now on the search for a community outreach professional to join the team and lead the delivery of targeted culturally and linguistically diverse programs to children and adults in the ACT.

The ideal candidate is passionate and dedicated about creating and delivering innovative, high-quality programs that will cater for the needs and interests of culturally and linguistically diverse people. You will be engaging, resourceful and take initiative to create spaces and places that meet the needs of the multicultural community. As a Multicultural Coordinator, you will:

Develop relationships across community to provide the best experience.

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

Have strong connections and experience working with the multicultural community.

If you want to build on your community outreach experience and leadership skills and undertake work that impacts the people of Canberra, we want to hear from you!

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

Eligibility/Other requirements:

Tertiary qualifications (bachelor, graduate diploma, or masters) in community services and development, social services OR at least three years proven experience working in a similar role will be well regarded.

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: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The opportunity to work from home exists as/when operational needs allow.

How to apply: Let us know why you are the best person for this role. To do so, please provide:

A pitch of no more than two pages addressing the Selection Criteria

An outline (no more than one A4 page) of culturally and linguistically diverse program that you believe could be run in a public library to engage with the multicultural community.

A curriculum vitae including the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: MarissaA Beard (02) 6205 8971 MarissaA.Beard@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.

Infrastructure Delivery and Waste

Infrastructure Delivery

Assistant Director, Financial Reporting and Systems

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 47384)

Gazetted: 20 December 2023

Closing Date: 10 January 2024

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 dynamic Assistant Director, Financial Reporting and Systems with experience in the preparation of financial statements and reporting. The position is a temporary vacancy, available immediately for up to 12 months.

The position is responsible for:

Coordinate and effectively manage all aspects of capital works reporting for all TCCS capital funded projects.

Prepare financial reports, analysis and advice that meet the needs of Infrastructure Delivery.

Assist in managing the TM1 reporting system that supports internal and external financial reporting, budgeting, asset registers and capital works.

Assist preparations of monthly reconciliations and provide assistance for other transactional processing both accounts processing and accounts receivable.

Assist with the implementation of processes to ensure the recording of meaningful and accurate financial information in liaison with the Chief Financial Officer team.

Contribute to projects and activities within the Infrastructure Delivery Business Unit as required.

Please see attached position description for details of the duties to be undertaken.

Eligibility/ Other Requirements:

Relevant tertiary qualifications and or extended experience in business administration including financial functions will be highly regarded for this role.

Highly advanced Microsoft Word and Excel skills.

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

How to Apply: 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.

Should you have any questions relating to the position, please contact kae.harradine@act.gov.au or 6205 3508

Applications should be submitted via the apply now button.

Contact Officer: Kae Harradine (02) 6205 3508 Kae.Harradine@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

WorkSafe ACT

Vulnerable Workers

Vulnerable Worker Inspector

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 05737, several)

Gazetted: 14 December 2023

Closing Date: 15 January 2024

Details: Are you a passionate work health and safety professional looking to take your career to the next level? If you answered yes to this question, you may be the person we are looking for!

WorkSafe ACT is a fully independent office headed by the WHS Commissioner. Here at WorkSafe ACT, we are proud of the work we do and are committed to improving the physical and psychosocial health and safety of Territory workers.

We have permanent vacancies for suitably skilled individuals to undertake the role of Vulnerable Worker Inspector. The Vulnerable Worker Inspector plays a key role in supporting vulnerable workers across ACT workplaces who may be experiencing health and safety concerns at work. Vulnerable workers include young workers, those who are new to a job or task, or otherwise vulnerable due to age, cultural, linguistic, or other potential barriers.

As a Vulnerable Worker Inspector, you will work collaboratively with internal teams participating in proactive programs and campaigns, liaising with industry stakeholders, unions, workers, students, and the general public. You'll also undertake workplace visits, investigations and audits across a range of ACT workplaces.

The successful candidate will be a strong communicator with a proven ability to work well within a team. You'll work to build relationships with vulnerable workers, including apprentices, trainees and employer organisations and represent WorkSafe ACT at events.

Have any questions about the role? Please reach out to the contact officer and we'd be happy to answer any questions you may have.

If you are looking to grow your career and want to work for an agency making a positive difference to the lives of ACT workers, we encourage you to apply. As an ACT Government employee, you'll also have access to a great range of benefits, supports and excellent employment conditions.

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

How to apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two pages demonstrating your skills and experience relevant to the Selection Criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to demonstrate your experience. Please ensure you meet the 'Essential Requirements' of the role as detailed in the Position Description.

Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Sibree (02) 6205 0333 Amanda.Sibree@worksafe.act.gov.au

HR & Corporate

Executive Assistant

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 53398)

Gazetted: 20 December 2023

Closing Date: 10 January 2024

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner, who is the Territory's regulator. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection and investigation.

We are seeking expressions of interest from potential candidates to fill the role of Executive Assistant commencing ASAP up to 6 months. The Executive Assistant is accountable to the Deputy Work Health and Safety Commissioner and the Executive Branch Manager (EBM), Compliance and Enforcement, and is responsible for providing high level secretariat and executive support functions. The position plays an important role in ensuring the Deputy Commissioner and EBM have the required level of support to effectively maintain WorkSafe ACT's strategic and operational priorities.

The position acts as the main point of contact for the Deputy Commissioner and EBM and is responsible for workflow and diary management, coordinating whole of office events and activities. The position also assists the HR and Corporate team to achieve its key objectives, including coordinating correspondence from staff regarding HR and administrative matters.

If you have highly developed interpersonal and communication skills and want to work for an organisation making a positive difference in the community, we'd love to hear from you.

Note: This is a temporary position available immediately for up to 6 months.

Selection may be based on application and referee reports only.

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

How to Apply: Interested candidates should submit a written pitch no greater than two pages addressing the four points listed under 'Ideal Candidate' in the Position Description, a current curriculum vitae and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Penelope Parker (02) 6207 9819 Penelope.Parker@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Senior Officer Grade A \$162,291

Rosalind Knox, Section 68(1), 18 December 2023

Specialist \$188,151- \$232,185

Dr Qaiser Niazi, Section 68(1), 12 February 2024

Registered Nurse 1 \$72,698 - \$97,112

Sarah Beaumont, Section 68(1), 5 Feb 2024

Canberra Health Services

Registered Nurse Level 1 \$72,698 - \$97,112

Patience Alaebo, Section 68(1), 13 December 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Lauren Albert, Section 68(1), 21 December 2023

Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992)

Aman Amanjot, Section 68(1), 21 December 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Kandel Amrit, Section 68(1), 13 December 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Julianne Boom, Section 68(1), 18 December 2023

Assistant in Nursing \$55,927 - \$57,820

Ugyen Choden, Section 68(1), 23 December 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Natasha Crawford, Section 68(1), 21 December 2023

Administrative Services Officer Class 2 \$64,744 - \$71,126

Talia Di Placido, Section 68(1), 13 December 2023

Assistant in Nursing \$55,927 - \$57,820

Rosline D'Rozario, Section 68(1), 23 December 2023

Clinical Coder Level 2 \$130,507

Karyn Duncan, Section 68(1), 14 December 2023

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

Alecia Filmer, Section 68(1), 21 December 2023

Health Professional Level 2 \$70,679 - \$97,028

Lydia Harland, Section 68(1), 8 December 2023

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Mary Iruthayaraj, Section 68(1), 18 December 2023

Administrative Services Officer Class 3 \$72,889 - \$78,177

Gurbeer Kaur, Section 68(1), 23 December 2023

Administrative Services Officer Class 2/3 \$64,744 - \$78,177

Jillian McGee, Section 68(1), 12 December 2023

Health Professional Level 2 \$70,679 - \$97,028

Ruth McIntyre, Section 68(1), 2 January 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Saru Niroula, Section 68(1), 19 December 2023

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Sharon O'Rourke, Section 68(1), 18 December 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Shilpa Pahwa, Section 68(1), 21 December 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sujata Phuyal, Section 68(1), 21 December 2023

Health Service Officer Level 3/4 \$55,350 - \$59,336

Desamparado Rafael, Section 68(1), 12 December 2023

Health Service Officer Level 3/4 \$55,350 - \$59,336

Henry Raisoqomi, Section 68(1), 10 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sophia Reynolds, Section 68(1), 18 December 2023

Health Service Officer Level 3/4/5 \$55,350 - \$63,169

Kalpana Sajja, Section 68(1), 13 December 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Anneliese Scullin-Brown, Section 68(1), 11 December 2023

Assistant in Nursing \$55,927 - \$57,820

Risma Sinaga, Section 68(1), 23 December 2023

Health Service Officer Level 7 \$67,760 - \$71,554

Christian Smith, Section 68(1), 12 December 2023

Administrative Services Officer Class 5 \$89,114 - \$94,120

Eilish Tuohy, Section 68(1), 15 December 2023

Medical Physics Specialist \$112,579 - \$156,362

Brendon Wright, Section 68(1), 19 December 2023

Registered Midwife 2 \$100,957 - \$107,000

Pippa Conway, Section 68(1), 18 December 2023

Registered Nurse 1 \$72,698 - \$97,112

Belita Cordeiro, Section 68(1), 5 February 2024

Registered Nurse 1 \$72,698 - \$97,112

Drishti AC, Section 68(1), 5 December 2023

Canberra Institute of Technology

Teacher Level 2 \$114,979

David Tassicker, Section 68(1), 18 December 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Wijekoun Bandara Mudiyansele Bandara, Section 68(1), 21 December 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$72,889 - \$78,177

Muslema Akter Sagor, Section 68(1), 19 December 2023

Senior Officer Grade C \$119,595 - \$128,465

Lisabeth Carney, Section 68(1), 15 December 2023

Administrative Services Officer Class 4 \$80,535 - \$86,909

Jenna Dunley, Section 68(1), 18 December 2023

Senior Officer Grade C \$119,595 - \$128,465

Penny Hays, Section 68(1), 14 December 2023

Building Trade Inspector \$103,883 - \$117,845

Mark Lesiw, Section 68(1), 18 December 2023

Administrative Services Officer Class 3 \$72,889 - \$78,177

Shalika Maha Arachchige, Section 68(1), 15 December 2023

Administrative Services Officer Class 3 \$72,889 - \$78,177

Malathi Muthukumar, Section 68(1), 15 December 2023

Administrative Services Officer Class 2 \$64,744 - \$71,126

Neville Ormsby, Section 68(1), 18 December 2023

Senior Officer Grade C \$119,595 - \$128,465

Rachel Packham, Section 68(1), 18 December 2023

Technical Officer Level 4 \$91,315 - \$104,509

John Pickering, Section 68(1), 21 December 2023

Administrative Services Officer Class 6 \$95,746 - \$109,072

Yingwei Zhu, Section 68(1), 15 December 2023

Community Services

Administrative Services Officer Class 5 \$89,114 - \$94,120

Rachael Kennedy, Section 68(1), 21 December 2023

Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Hong Pham, Section 68(1), 13 December 2023

Administrative Services Officer Class 6 \$95,746 - \$109,072

Mathangey Thankswaran, Section 68(1), 18 December 2023

Education

Senior Officer Grade A \$162,291

Constantine Bogiatzis, Section 68(1), 21 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Judith Elston, Section 68(1), 18 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Katherine Johnson, Section 68(1), 15 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Courtney Mattick, Section 68(1), 15 December 2023

School Assistant 2/3 \$55,054 - \$66,477

Katherine Turnbull, Section 68(1), 14 December 2023

Classroom Teacher \$80,858 - \$119,288

Nicola Hines, Section 68(1), 12 December 2023

Classroom Teacher \$80,858 - \$119,288

Lindsey Perry Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Jessica Dawson Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Nicole Richardson Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Amy Vernon Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Bradley Robertson Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Samuel Loy-Wilson, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Linda Mitchell, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Youngju Lee, Section 68(1), TBC – 2024

Classroom Teacher \$80,858 - \$119,288

Grace Brabham, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Emmy Haster, Section 68(1), 15 December 2023

Classroom Teacher \$80,858 - \$119,288

Jiayi Gu, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Wan-Li Yen, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Gabrielle Pirnag, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Andrew Nolan, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Pamela Miller, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Rachael Puric, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Kirrilly McKenzie, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Liesl Brenzel, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Benjamin Favero, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Joel Copeland, Section 68(1), 22 January 2024

Classroom Teacher \$80,858 - \$119,288

Winnifred Rebellow, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Elaina Brewster, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Robert Watson, Section 68(1), 16 January 2024

Classroom Teacher \$80,858 - \$119,288

Joetta Nowlan, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

John Crawford, Section 68(1), 23 January 2024

Classroom Teacher \$80,858 - \$119,288

Ashlee Malam, Section 68(1), 5 December 2023

Classroom Teacher \$80,858 - \$119,288

Charlotte Felgate, Section 68(1), 13 December 2023

Classroom Teacher \$80,858 - \$119,288

Reagan Minchin, Section 68(1), 12 December 2023

Classroom Teacher \$80,858 - \$119,288

Angela Benedictos, Section 68(1), 15 December 2023

Classroom Teacher \$80,858 - \$119,288

Nicholas Fuhrmann, Section 68(1), 05 December 2023

Classroom Teacher \$80,858 - \$119,288

Maddison Edwards-McBride, Section 68(1), 12 December 2023

Classroom Teacher \$80,858 - \$119,288

Zoe Fellows, Section 68(1), 15 December 2023

Classroom Teacher \$80,858 - \$119,288

Qi Jia, Section 68(1), 5 December 2023

Classroom Teacher \$80,858 - \$119,288

Phoebe Aitken, Section 68(1), 12 December 2023

Environment, Planning and Sustainable Development

General Service Officer Level 6 \$67,006 - \$69,893

Cara Paton, Section 68(1), 18 December 2023

Justice and Community Safety

Administrative Services Officer Class 6 \$95,746 - \$109,072

Jackson Dunkley, Section 68(1), 19 December 2023

Paralegal Grade 2 \$74,625 - \$80,535

Harrison Gwynne, Section 68(1), 15 December 2023

Paralegal Grade 2 \$74,625 - \$80,535

Aditi-Anjali Oza, Section 68(1), 15 December 2023

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Joel Pegram, Section 68(1), 18 September 2023

Administrative Services Officer Class 6 \$95,746 - \$109,072

Mashfi Rahman, Section 68(1), 11 December 2023

Administrative Services Officer Class 3 \$72,889 - \$78,177

Madelyn Vial, Section 68(1), 19 December 2023

Office of Legislative Assembly

Administrative Services Officer Class 5 \$89,114 - \$94,120

Nicole Davidson, Section 68(1), 22 January 2024

Administrative Services Officer Class 4 \$80,535 - \$86,909

Justice-Noah Malfitano, Section 68(1), 7 February 2024

Transport Canberra and City Services

Bus Operator - Training \$74,582

Kayla Adams, Section 68(1), 21 December 2023

Bus Operator - Training \$74,582

Salvador Arizapa, Section 68(1), 21 December 2023

Administrative Services Officer Class 5 \$89,114 - \$94,120

Colette Carroll, Section 68(1), 15 December 2023

Bus Operator - Training \$74,582

Bill Ganas, Section 68(1), 21 December 2023

Bus Operator - Training \$74,582

Peter Hudson, Section 68(1), 21 December 2023

General Service Officer Level 5/6 \$63,828 - \$69,893

Heather Kerr, Section 68(1), 15 December 2023

Bus Operator - Training \$74,582

Mohammed Arun Khan, Section 68(1), 21 December 2023

Bus Operator - Training \$74,582

Thien Le, Section 68(1), 21 December 2023

Bus Operator - Training \$74,582

Samuel Little, Section 68(1), 21 December 2023

Bus Operator - Training \$74,582

Jeff Meklons, Section 68(1), 21 December 2023

Bus Operator - Training \$74,582

Brett Peters, Section 68(1), 21 December 2023

Bus Operator - Training \$74,582

Bradley Slater, Section 68(1), 21 December 2023

TRANSFERS

Canberra Health Services

Wing Chan

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 63196) (Gazetted 24 October 2023)

Sally Smith

From: Senior Officer Grade B \$140,226 - \$157,418

Canberra Health Services

To: Senior Officer Grade B \$140,226 - \$157,418

Canberra Health Services, Canberra (PN. 45317) (Gazetted 25 October 2023)

Josie Araya-Bishop

From: Registered Midwife 2 \$100,957 – \$107,000

Canberra Health Services

To: Registered Midwife 2 \$100,957 - \$107,000

North Canberra Hospital, Canberra (Gazetted 19 December 2023)

Justice and Community Safety

Gemma Brown

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Justice and Community Safety

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Justice and Community Safety, Canberra (PN. 32533) (Gazetted 4 October 2023)

PROMOTIONS

ACT Health

**Population Health Division
Office of the Chief Health Officer
Jessica Bell**

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
ACT Health
To: †Senior Officer Grade C \$119,595 - \$128,465
ACT Health, Canberra (PN. 62676) (Gazetted 8 May 2023)

Canberra Health Services

CHS Clinical Services

Medicine

Cardiology

Elaine Adriano

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. 54481) (Gazetted 16 March 2023)

Clinical Services

Kelly Barnes

From: Administrative Services Officer Class 3 \$72,889 - \$78,177
Canberra Health Services
To: Administrative Services Officer Class 4 \$80,535 - \$86,909
Canberra Health Services, Canberra (PN. 39595) (Gazetted 13 September 2023)

Clinical Services

Diana Beban

From: Administrative Services Officer Class 4 \$80,535 - \$86,909
Canberra Health Services
To: Administrative Services Officer Class 5 \$89,114 - \$94,120
Canberra Health Services, Canberra (PN. 39595) (Gazetted 9 November 2023)

CHS Clinical Services

Medicine

Cardiology

Staci Bergas

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. 22328) (Gazetted 16 March 2023)

Timothy Bethune

From: Registered Nurse Level 4.2 \$140,121
Canberra Health Services
To: †Registered Nurse Level 4.3 \$149,388
Canberra Health Services, Canberra (PN. 20304) (Gazetted 9 November 2023)

FBI Operations

Procurement and Supplies

Supply Operation

Matthew Borg

From: Health Service Officer Level 5 \$60,182 - \$63,169

Canberra Health Services

To: Health Service Officer Level 9 \$79,105 - \$89,398

Canberra Health Services, Canberra (PN. 60567) (Gazetted 20 October 2023)

Jean-Christophe Chatelin

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 27028) (Gazetted 21 November 2023)

Clinical Services

Acute Allied Health Services

Mental Health, Justice Health, Alcohol & Drug Services

Adult Community Mental Health

Wee See Chua

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. 23892) (Gazetted 27 November 2023)

Clinical Services

Cancer & Ambulatory Services

Cancer Nursing

Jillianne Doyle-Butel

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. 61411) (Gazetted 25 October 2023)

Clinical Services

Mulualem Gebremariam

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. 62534) (Gazetted 5 December 2023)

Medical Services

imaging

Imaging Nursing Services

Joshua Gould

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. 39461) (Gazetted 6 November 2023)

Clinical Services

Cancer & Ambulatory Services

Cancer Nursing

Sally Hancock

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 34022) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2020-2022 common core clause 64.

Infrastructure and Health Support Services

Owen Hughes

From: Infrastructure Officer 5 \$163,315

Canberra Health Services

To: †Infrastructure Manager/Specialist 1 \$175,124

Canberra Health Services, Canberra (PN. 61741) (Gazetted 22 September 2023)

Kelly Hungerford

From: Registered Nurse Level 1 \$72,698 - \$97,112

Calvary Public Hospital Bruce

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 40847) (Gazetted 13 October 2023)

Clinical Services

Moonsil Jang

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. 52079) (Gazetted 18 October 2023)

Siobhan Jolly

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 18175) (Gazetted 21 November 2023)

Clinical Services

Sherin 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. 52183) (Gazetted 18 September 2023)

Eva Kline

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. 52988) (Gazetted 7 November 2023)

CHS Finance and Business Intelligence

FBI Operations

Procurement & Supplies

Kelly Lancsar

From: Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Canberra Health Services

To: Health Service Officer Level 10 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 63091) (Gazetted 10 October 2023)

Infrastructure and Health Support Services

Clinical Support Services

Sterilising and Cleaning

My Hoa Ly

From: Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)

Canberra Health Services

To: Sterilising Services Technical Officer Level 2 \$67,760 - \$77,593

Canberra Health Services, Canberra (PN. 29401) (Gazetted 23 June 2023)

Clinical Services

Leidy Mendoza Lopez

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. 62795) (Gazetted 14 November 2023)

Melissa Milward

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. 41492) (Gazetted 14 November 2023)

Clinical Services

Mental Health Justice Health, Alcohol & Drug Services

Adult Community Mental Health

Jake Pennell

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 57610) (Gazetted 22 November 2023)

Clinical Services

Mental Health Justice Health, Alcohol & Drug Services

Adult Community Health

Vanessa Reid

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 54353) (Gazetted 22 November 2023)

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice health Services

Harsimran Sarkaria

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. 46481) (Gazetted 20 September 2023)

Medical Services

Pharmacy - TCH

Pharmacy

Andrew Sobey

From: Pharmacist Level 4 \$121,747 - \$131,067

Canberra Health Services

To: Pharmacist Level 5 \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 21791) (Gazetted 8 August 2023)

Clinical Services

Reni Thattil Lyyu

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. 52181) (Gazetted 18 September 2023)

Clinical

Suresh Thazhathuveetil Jose

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. 21788) (Gazetted 30 November 2023)

Paul Truong

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. 62703) (Gazetted 21 June 2023)

Surgical Division

Perioperative Suite

Cheryl Parsons

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

North Canberra Hospital

To: Administrative Services Officer Class 4 \$80,535 - \$86,909

North Canberra Hospital, Canberra (PN. LP8938) (Gazetted 19 December 2023)

CHS Clinical Services

Surgery

Claire Edwards

Clinical Services Surgery

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. 62799) (Gazetted 05 September 2023)

Canberra Institute of Technology

CIT Industry Engagement and Strategic Relations Division

Industry Engagement

Training Initiatives Unit

Sarah Bowen

From: Administrative Services Officer Class 2 \$64,744 - \$71,126

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$80,535 - \$86,909

Canberra Institute of Technology, Canberra (PN. 61414) (Gazetted 11 May 2023)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Education and Training Services

CIT Library and Learning Services

Library and Learning Services

Julianne Paulazzo

From: Senior Professional Officer Grade C \$114,928 - \$123,710

Canberra Institute of Technology

To: †Senior Professional Officer Grade B \$135,355 - \$152,377

Canberra Institute of Technology, Canberra (PN. 54235) (Gazetted 2 November 2023)

Education and Training Services

Health Community and Science

CIT Science

Bradford Wolter

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology

To: †Teacher Level 2 \$114,979

Canberra Institute of Technology, Canberra (PN. 36473) (Gazetted 22 November 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.

Chief Minister, Treasury and Economic Development

Finance and Budget

Executive

Sophie Bruere

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 55226) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Donald Cameron

From: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 11228) (Gazetted 13 September 2022)

Policy and Cabinet

Climate Action

Zuleka Chan

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 54111) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Procurement ACT

Goods and Services

Xinrong Chen

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 63732) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Access Canberra

Corporate Support and Capability

Projects and ICT

Yanchao Chen

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 63796) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital Data and Technology Solutions

ACT Digital

Zhaoting Dang

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 37137) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Cameron Davis

From: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 14926) (Gazetted 20 November 2023)

Access Canberra

Environment Land and Technical Regulation

Land Titles

William Fletcher

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 63799) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital Data and Technology Solutions

ACT Data Analytics Centre

James Frampton Reid

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 55610) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Statutory Planning

Leasing Services

Carson Meents

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$80,535 - \$86,909

Chief Minister, Treasury and Economic Development, Canberra (PN. 30609) (Gazetted 14 September 2023)

Procurement ACT

Goods and Services

Ryan Pang

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 63731) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Revenue Management

Support

Kiah Sassall

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 49115) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Payroll & HR Systems

HR Systems

Scott Stokes

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$119,595 - \$128,465

Chief Minister, Treasury and Economic Development, Canberra (PN. 16486) (Gazetted 8 November 2023)

Office of Industrial Relations and Workforce Strategy

Workforce Strategy and Capability

Ka Yan Tong

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 63938) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement

Office of Industrial Relations and Workforce Strategy

Cultural Transformation

Tiankang Wang

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 63729) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital Data and Technology Solutions

Technology Services

Networks, Communications and ICT Facilities

Yinan Wang

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Information Technology Officer Post Graduate \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 63683) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital Data and Technology Solutions

ACT Data Analytics Centre

Yuan Wang

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 63697) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Digital Data and Technology Solutions

Customer Engagement

Service Management

Tshering Wangchuk

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Information Technology Officer Post Graduate \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 63743) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Office of Industrial Relations and Workforce Strategy - Property and government Insourcing

ACT Property Group

Integrated Facilities Management

Tristan West

From: Graduate Administrative Assistant \$80,535 - \$82,894

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Chief Minister, Treasury and Economic Development, Canberra (PN. 22609) (Gazetted 8 August 1988)

This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Community Services

Corporate

Business Transformation and Systems

Project and Change Delivery

Kellie Jones

From: Health Professional Level 4 \$114,928 - \$123,710

Community Services

To: †Senior Officer Grade B \$140,226 - \$157,418

Community Services, Canberra (PN. 57085) (Gazetted 18 October 2023)

Corporate

Governance

Freedom of Information and Legal Coordination

Beatrice Macharia

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Community Services

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Community Services, Canberra (PN. 40933) (Gazetted 11 January 2024)

Education

School Performance and Improvement

North Gungahlin

Throsby School

Susannah COOKE

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Education

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Education, Canberra (PN. 52635) (Gazetted 23 October 2023)

Education Strategy

Brooke Dalling

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$119,595 - \$128,465

Education, Canberra (PN. 62885) (Gazetted 10 November 2023)

School Improvement

South Weston

Narrabundah College

Andrew Livermore

From: \$80,858 - \$119,288

Education

To: †School Leader C \$137,133

Education, Canberra (PN. 02677) (Gazetted 20 November 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

Belconnen

Hawker Primary School

Renai Symons

From: School Assistant 3 \$61,981 - \$66,477

Education

To: School Assistant 4 \$73,960 - \$79,814

Education, Canberra (PN. 44123) (Gazetted 27 November 2023)

Business Services

Infrastructure & Capital Works

Repairs and Maintenance (R&M)

Daniela Wilsener

From: Administrative Services Officer Class 5 \$89,114 - \$94,120

Education

To: Infrastructure Officer 2 \$91,428 - \$105,186

Education, Canberra (PN. 45487) (Gazetted 10 March 2023)

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Parks and Partnerships

Jack Bowman

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. 13482) (Gazetted 28 September 2023)

Justice and Community Safety

ACT Corrective Services

Offender Reintegration

Cindy Botha

From: Correctional Officer Class 4 \$116,170 - \$123,895

Justice and Community Safety

To: †Senior Officer Grade B \$138,476 - \$155,668

Justice and Community Safety, Canberra (PN. 36319) (Gazetted 11 October 2023)

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Evan Carter

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 62767) (Gazetted 21 December 2023)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Human Rights Commission
Public Advocate and Children and Young People Commissioner
Public Advocate

Gabrielle Eagling

From: Administrative Services Officer Class 3 \$72,889 - \$78,177

Canberra Health Services

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Justice and Community Safety, Canberra (PN. 60113) (Gazetted 7 November 2023)

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Siobhan Mungoven

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 62769) (Gazetted 21 December 2023)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Ellienoor Pieters

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 62771) (Gazetted 21 December 2023)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Drew Slee

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 62768) (Gazetted 21 December 2023)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Kelly White

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 62770) (Gazetted 21 December 2023)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Major Projects Canberra

Project Development and Support Ministerial, Governance and Corporate Support Krachelle Cartwright

From: Bus Operator \$82,733
Transport Canberra and City Services
To: Administrative Services Officer Class 4 \$80,535 - \$86,909
Major Projects Canberra, Canberra (PN. 56797) (Gazetted 2 November 2023)

Light Rail Urban Design, Environment, Approvals and Sustainability Carrell Hambrick

From: Administrative Services Officer Class 5 \$89,114 - \$94,120
Major Projects Canberra
To: †Infrastructure Officer 3 \$115,193 - \$126,450
Major Projects Canberra, Canberra (PN. 50072) (Gazetted 21 December 2023)

Infrastructure Delivery Partners Civil Project Management Tristan West

From: Graduate Administrative Assistant \$80,535 - \$82,894
Major Projects Canberra
To: †Infrastructure Officer 1 \$75,792 - \$89,551
Major Projects Canberra, Canberra (PN. 63784) (Gazetted 8 August 1988)
This promotion is to a non-advertised position has been made under Section C6 of the Enterprise Agreement.

Suburban Land Agency

Suburban Land Agency Program Solutions Marketing Jamie Kingham

From: Administrative Services Officer Class 6 \$93,996 - \$107,322
Environment, Planning and Sustainable Development
To: †Senior Officer Grade C \$117,845 - \$126,715
Suburban Land Agency, Canberra (PN. 08020) (Gazetted 3 October 2023)

Transport Canberra and City Services

City Services Roads ACT Environment and Utilities/Dams Solomon Grant

From: General Service Officer Level 8 \$77,681 - \$81,886
Transport Canberra and City Services
To: Infrastructure Officer 1 \$75,792 - \$89,551
Transport Canberra and City Services, Canberra (PN. 45724) (Gazetted 17 November 2023)

City Services City Presentation Urban Treescapes David Griffin

From: General Service Officer Level 5/6 \$63,828 - \$69,893

Transport Canberra and City Services

To: Technical Officer Level 3 \$79,105 - \$89,398

Transport Canberra and City Services, Canberra (PN. 62834) (Gazetted 16 October 2023)

City Services

City Presentation

Urban Treescapes

Oliver Palmer

From: General Service Officer Level 3/4 \$57,923 - \$62,931

Transport Canberra and City Services

To: Technical Officer Level 3 \$79,105 - \$89,398

Transport Canberra and City Services, Canberra (PN. 62833) (Gazetted 16 October 2023)

Retirements

Liza Leposava Gibson (71126102)

Chief Minister, Treasury and Economic Development Directorate, (PN 09973)

Retirement under Section 123 of the *Public Sector Management Act 1994* (5 January 2024)