



ACT Government Gazette

Gazetted Notices for the week beginning 25 January 2024

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>

Corporate and Governance

People Strategy and Culture

Culture, Capability and Workforce

Senior Director, Culture, Capability and Workforce

Senior Officer Grade A 162,291, Canberra (PN: 41857)

Gazetted: 31 January 2024

Closing Date: 14 February 2024

Details: The Senior Director, Culture, Capability and Workforce will lead a team that delivers human resources (HR) support across the ACT Health Directorate (ACTHD) and drives organisation culture initiatives. This includes the delivery of learning and development, workplace inclusion, people analytics, and reporting. This is a critical role required to lead both strategic and operational initiatives that will have a positive influence on the culture for the ACTHD. The successful candidate must be flexible in thinking, adaptable, and responsive to changing priorities. This also includes promoting and managing key strategic relationships within the broader ACT Public Service and across the ACT Public Health System to achieve organisational goals.

This position provides leadership, mentoring, coaching, clear direction, and management to a small and diverse team. The successful candidate will have demonstrated experience in leading a team in the delivery of complex work programs including the ability to provide advice that influences strategic direction and program management approaches. This position has significant engagement with the ACTHD Executive team. The ideal candidate will demonstrate sensitivity, have an adaptive leadership style, be reflective and flexible in their approach, and a preparedness to work in partnership with business areas to understand and resolve complex HR matters.

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

Note: This is a temporary position available immediately until 30 June 2024 with the possibility of extension up to 12 months and/or permanency.

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

How to Apply: Interested candidates are requested to provide a written pitch (maximum two pages) addressing the "What You Require" section of the Position Description. Please also provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Corporate and Governance

People Strategy and Culture

People Support Services

Assistant Director, People Support Services

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 23973, several)

Gazetted: 31 January 2024

Closing Date: 14 February 2024

Details: The People Strategy and Culture Branch within the ACT Health Directorate is seeking to fill two positions at the Senior Officer Grade C level. The branch is responsible for leading and managing human resource functions

within the Directorate. These positions contribute to the delivery of strategic human resource (HR) and employee relations services across ACT Health, aimed at improving workplace culture.

To be successful in the role, you will have an excellent understanding of HR policy and legislation and have a record of delivering outcomes focused solutions. You will work closely with stakeholders including executives and managers to provide consistent, policy-based advice, and work within the parameters of the employment framework to develop responsive and flexible solutions in response to stakeholder needs. We are looking for team members with a positive attitude, strong communication and negotiation skills, and a solid track record of working collaboratively across teams to achieve organisational outcomes. You will require demonstrated experience of managing HR initiatives and projects within defined timeframes, exemplary knowledge of employment related policy and legislation, and a “can do” attitude that will be essential for working within a small team with evolving priorities.

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

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: Interested candidates are requested to provide a written pitch (maximum two pages) addressing the “What You Require” section of the Position Description. Please also provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Brighenti (02) 5124 9943 Caroline.Brighenti@act.gov.au

Infrastructure, Communication and Engagement

Communication and Engagement

Assistant Director, Design and Multimedia

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 63793)

Gazetted: 31 January 2024

Closing Date: 14 February 2024

Details: We are seeking an Assistant Director, Design to manage the work priorities and deliverables of the design team. The successful candidate will provide supervision and mentoring to deliver positive outcomes. You will also work closely and collaboratively with the strategic communications and media teams to deliver design, audio-visual and photography services that support the delivery of directorate led communication and engagement strategies and campaigns.

You will also be required to deliver high quality design work from concept to final production for digital and print channels in line with ACT Government and ACT Health brand, style and accessibility requirements. You will provide professional guidance and advice to stakeholders and act as brand guardian for ACT Health and ACT Health managed brands.

Eligibility/Other Requirements:

Highly Desirable:

Relevant tertiary qualifications.

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

The ability to work flexibly with some out of hours work is required.

Mandatory:

To undergo a pre-employment police check.

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

How to Apply: Please provide a two-page (maximum) response to the Position Description outlining your skills and experience. You should also provide a current curriculum vitae with the names and contact details of two referees. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button.

Contact Officer: Natalie Cooper 0 Natalie.Cooper@act.gov.au

Corporate and Governance

People Strategy and Culture

People Support Services

HR Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 60252)

Gazetted: 29 January 2024

Closing Date: 12 February 2024

Details: The ACT Health Directorate has an opportunity for a Human Resource (HR) Generalist with a broad background and passion for translating challenges into implementable strategy. The HR Officer will maintain the accuracy and integrity of data contained in the Directorate's time and attendance system (Kronos) and provide administrative support to business units within the Directorate, and external stakeholders.

The successful candidate will work closely with staff and stakeholders at all levels to support the successful delivery of Kronos in ACT Health. Your demonstrated ability to think on your feet and adapt your approach as projects progress is critical.

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

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

How to Apply: Submit a written application of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities on the Position Description, current curriculum vitae and the contact details of two referees (one being your most recent supervisor).

Applications should be submitted via the apply now button.

Contact Officer: Rohan Samara (02) 6205 2356 Rohan.Samara@act.gov.au

Health System Innovation and Performance

Health System Planning and Development

Health Services Planning

Senior Director, Health Services Planning

Senior Officer Grade A \$162,291, Canberra (PN: 44244)

Gazetted: 25 January 2024

Closing Date: 1 February 2024

Details: Do you want to be part of the team shaping and leading planning of the Territory's health system? ACT Health is looking for talented, dedicated and highly motivated professional to shape the development and delivery of Health Planning across the Territory.

You will work with a dynamic and high functioning team to deliver strategic plans for the delivery of health services built on healthcare analysis, collaboration, demographics, and community health needs. You will be required to develop or support the development of complex briefings and advice to Government. You will be required to represent the ACT Health Directorate at a range of forums.

We are looking for positive people to be part of the Health System Planning and Development Branch. This is a unique and exciting opportunity to make a lasting contribution to the community of Canberra.

Who should apply:

People with relevant professional or technical qualifications or experience

Creative thinkers and proactive problem solvers who can anticipate risks and craft innovative solutions.

Team players with a positive mindset.

If this sounds like you, we encourage you to apply!

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: Previous experience and/or knowledge/sound understanding of the Australian health system will be highly regarded.

Note: This is a temporary position available 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 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. Please ensure one referee is your current or immediate past supervisor. Shortlisted candidate may be required to submit two written referee reports prior to interview.

Applications should be submitted via the Apply Now button.

Contact Officer: Luke Worth (02) 512 40430 Luke.Worth@act.gov.au

Policy, Partnerships and Programs

Data Analytics Branch

Government Briefing

Administrative Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 41763)

Gazetted: 25 January 2024

Closing Date: 8 February 2024

Details: The Government Briefing team has a vacancy suitable for an experienced and qualified Administrative Officer to provide high-level administrative to the Branch.

The Administrative Officer will be responsible for developing, implementing, and maintaining processes that contribute to monitoring and managing all DAB correspondence using branch systems such as Jira and Objective. The Administrative Officer will assist with the preparation of documentation and briefings/clearances related to data requests and will be responsible for coordination of the requests related to AIHW Embargo releases.

The position also requires preparation of meeting papers, managing meeting administration and providing secretariat support, maintaining liaison with the internal and external stakeholders of the Branch to ensure effective coordination and tracking of branch activities.

Eligibility/ Other Requirements:

Knowledge and experience in using JIRA and Objective.

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

How to Apply: Your application will be assessed against the key responsibilities and Selection Criteria detailed in the Position Description. Your application will consist of your curriculum vitae and a written application outlining how your experience, qualifications and skills align with those key responsibilities and Selection Criteria.

A current curriculum vitae listing two referees must also be provided.

Applications should be submitted via the Apply Now button.

Contact Officer: Shandya Deo (02) 5124 9462 Shandya.Deo@act.gov.au

Population Health

Health Protection

Business Unit

Administration Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 29465, Several)

Gazetted: 29 January 2024

Closing Date: 5 February 2024

Details: Health Protection is looking for experienced Administrative Officers with personal drive and integrity to join the Business Unit on a temporary basis.

The role provides administrative support to the Business Team encompassing a wide variety of general administrative duties, including data entry, delivery management, mail management and customer service duties. To be competitive for this role you will need experience in a general office environment along with well-developed communication, administrative, customer service and organisational skills.

Eligibility/Other Requirements:

Sound experience in customer service, administration duties related to licencing and compliance is highly desirable.

Experience in the use of computer systems including databases and Microsoft office.

The ability to exercise good interpersonal, communication and organisational skills.

Note: This vacancy will be used to fill several anticipated temporary positions ranging in duration for up to 12 months with the possibility of permanency

An Order of Merit will be established from this selection process and may be used to fill future identical vacancies over the next few months.

How to Apply: For this vacancy, please submit your curriculum vitae, contact details for two referees and a two-page pitch outlining your suitability for the position against the Selection Criteria.

Applications should be submitted via the Apply Now button.

Contact Officer: Alexandra Hambesis (02) 5124 9267 Alexandra.Hambesis@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

Child and Adolescent Mental health Services

Adolescent Intensive Home Treatment Team member-Health Professional Level 3

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 50779 - 02FOD)

Gazetted: 29 January 2024

Closing Date: 2 February 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:

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

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

These services include:

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Territory-wide Mental Health Services (TWMHS)

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

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

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

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.

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

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

Contact Officer: Jordan Brown (02) 5124 6530 Jordan.Brown@act.gov.au

CHS Clinical Services

Chief Operating Officer

Care Navigator Registered Nurse 2.1

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 62476 - 02FSU)

Gazetted: 25 January 2024

Closing Date: 8 February 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 Liaison and Navigation Service (LaNS) is a new service that is being established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community services. It will focus on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

The service comprises of a multidisciplinary team that assists patients and their supports to navigate the multiple services involved in their care. The service provides, and supports patient centred, integrated, and coordinated care. It works closely with acute and community services, and across health and human services, to reduce the challenges patients and their supports face when required to access multiple services, to ensure the highest quality of care.

The Care Navigator will take on a key role in the staged development and implementation of the service. The role will work collaboratively with colleagues, consumers, and external agencies to contribute to the ongoing design of this innovative patient centred service.

The role will work with individual consumers and their care supports to provide support, advocacy, system navigation and connection with appropriate services. It will champion the role of this service and actively advocate and educate colleagues and other services about the needs of consumers for navigational support.

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

The role will be a point of coordination with external health and human services and work with the CHS services and the current specialty care coordinators to support consumers and improve the formal networks and pathways for information sharing, coordination, and Emergency Department (ED) avoidance.

The position will actively participate in the development of the clinical scope of the role with the intention to undertake practical clinical support and interventions to reduce the need for ED presentations, to work directly with outpatient and community services to minimise the need for acute care presentation.

Note: This is a temporary position available for six months with the possibility of extension up to 12 months

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. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

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: Kirsty Cummin N/A kirsty.cummin@act.gov.au

Pathology

Molecular Scientist - Health Professional Level 2 - Pathology

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 27104 - 02FT3)

Gazetted: 25 January 2024

Closing Date: 14 February 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:

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

The Molecular Pathology laboratory is a tertiary facility performing highly complex time-consuming investigations in the areas of Molecular Microbiology.

The successful applicant will be required to work evening and/or overnight and weekends.

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.

Supply minimum of two referees willing to be contacted.

Supply certified copy of qualifications.

Contact Officer: Ahmed Hassan (02) 5124 3705 AhmedS.Hassan@act.gov.au

Liaison & Navigation Service

Care Navigator- Health Professional Level 4 - Liaison and Navigation Service

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 61453 - 02FZW)

Gazetted: 25 January 2024

Closing Date: 12 February 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:

The Liaison and Navigation Service (LaNS) has been established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary, and tertiary services, and coordination across health and community services. It focusses on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports. The service is comprised of a multidisciplinary team that assists patients and their supports to navigate the multiple services involved in their care. The service provides, and supports patient-centred, trauma-informed, strengths-based, integrated, and coordinated care. It works closely with acute and community services, and across health and psychosocial services, to reduce the challenges patients and their supports face when required to access multiple services, to ensure the highest quality of care.

The role will undertake assessment from an interdisciplinary perspective and coordination of treatment/therapies and psychosocial supports from the allied health perspective to ensure the facilitation of timely and safe access.

The Care Navigator role will take on a key role in the staged review, development, and implementation of the service. The role will work collaboratively with colleagues, consumers, and external agencies to contribute to/guide the ongoing co-design of this innovative patient-centred service.

The role will work with consumers and their care supports to provide case management, support, advocacy, system navigation and connection with appropriate services. It will champion the role of this service and actively advocate and educate colleagues and other services about the needs of consumers for navigational support.

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

The role will be a point of coordination with external health and human services, and work with CHS services and current specialty care coordinators to support consumers and improve the formal networks and pathways for information sharing, coordination, and ED avoidance.

The position will work to develop the clinical scope of the role with the intention to undertake practical clinical support and interventions that support consumers to stay well in their community, and work directly with outpatient and community services to minimise the need for acute care presentation.

As a member of the Liaison and Navigation Team you will remain committed to, and focused on:

Placing people with complex health and psychosocial needs, and their families, at the centre of their own care,

Involving the person and their supports in care planning,

Anticipating and removing barriers to care,

Assisting consumers and their supports to make sustainable connections to the services and supports they need,

Helping to solve problems, coordinate care, and improve the flow of information between the care team and the consumer and their supports,

Listening to consumers and their supports and acknowledging that they are experts in their own health.

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.

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

Contact Officer: Phyto Courtis (02) 5124 5030 Phyto.Courtis@act.gov.au

Allied Health

Physiotherapist - Health Professional 2 - RACS

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 19539, several - 02G0Q)

Gazetted: 25 January 2024

Closing Date: 12 February 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:

The RACS Physiotherapy and Exercise Physiology service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient and community-based rehabilitation, hydrotherapy, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program (TTCP) and community based physiotherapy services.

Under professional supervision from the Lead Professional for Physiotherapists, Physiotherapists are responsible for the provision of physiotherapy services in individual or group-based sessions, delivering high quality patient centred care and positive patient outcomes.

Physiotherapists will be offered the opportunity to rotate through the variety of Physiotherapy related services within RACS, based at multiple locations.

This position will be required to work flexibly across services / locations and may be required to participate in a weekend roster.

Note: This advertisement is for two vacancies up to 6 months with a possibility of extension and/or permanency. A merit list will be established from this recruitment to fill any future permanent positions and/or temporary positions (of a duration up to 12 months with a possibility of extension) in a full time or part time capacity.

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.

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

Contact Officer: Grant Shaw (02) 5124 0074 Grant.Shaw@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Pathology

Specimen Entry Officer - Technical Officer Level 1 - Pathology

Technical Officer Level 1 \$66,742 - \$69,805, Canberra (PN: C12395 - 02G0W)

Gazetted: 29 January 2024

Closing Date: 13 February 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:

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

The Specimen Reception Department within ACT Pathology is responsible for accurate and efficient entry of pathology requests, preparation and despatch of patient samples and clinical trial samples, receipt, and despatch of referred test results and distribution of pathology results via telephone enquiries.

Under direction from Supervisors, Specimen Entry Operators play a key role in maintaining processes and procedures and are predominantly responsible for the registration of specimens into the laboratory information system (LIS), distribution of specimens to the required laboratory areas and answering phone queries regarding pathology samples or results. The role will require participation in a 24 hour/7-day rotating roster.

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

Note: This position is part-time at (25:72) hours per week and the full-time salary noted above will be pro-rata.

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

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Social Work Allied Health Assistant-level 3-Social work

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 64485 - 02FXA)

Gazetted: 29 January 2024

Closing Date: 15 February 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:

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

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

The Social Work Allied Health Assistant 3 (AHA 3) will have a general understanding of issues that impact the psychosocial well-being of patients and their family/carer, including adjustment to changes in health, ageing and disability. The role promotes positive client outcomes through the provision of high-quality clinical services across a range of areas or units and working in a multidisciplinary team.

The Social Work Allied Health Assistant 3 (AHA 3) is competent within their discipline and works under a task delegation model from social workers in the Department. An AHA3 exercises initiative and judgement, requires limited supervision to complete work independently within their scope of practice. AHA's will participate in clinical supervision from a dedicated social worker, minimum monthly.

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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Patrice Higgins (02) 5124 2316 Patrice.Higgins@act.gov.au

CHS University of Canberra Hospital

CHS University of Canberra Hospital

UCH Rehabilitation

TTCP Liaison Officer - Transitional Therapy and Care Program

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 58184, Several - 02FZX)

Gazetted: 29 January 2024

Closing Date: 13 February 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.

About the Role:

The Transitional Therapy and Care Program (TTCP) provides up to 12 weeks of goal focused therapy and care services for older persons within their home or at the TTCP residential unit. The TTCP operates from the University of Canberra Hospital, Bruce. The TTCP aims to maximise a person's recovery and functional independence following a hospitalisation and prevent premature admission to an aged care facility. The TTCP Allied Health team is Multidisciplinary and consists of Physiotherapists, Occupational Therapists, Allied Health Assistants, Dietitians, a Social Worker, and a Speech Pathologist.

The TTCP Liaison Officer is responsible for coordinating a patient's transition from hospital onto the TTCP. This is achieved through liaising with the patient, families and/or carers and ward staff to coordinate appropriate referrals, assessing clients for suitability, discussing the program with all key stakeholders, referring to the Aged Care Assessment Team (ACAT) for assessment and approval for TTCP and facilitating discharge from hospital onto the

program. The TTCP Liaison Officer is required to work at multiple sites including public and private hospitals within the ACT.

This position will also include a clinical role at a HP3 level within the position holder's profession. The TTCP Liaison Officer will manage their clinical case load in conjunction with the requirements of the Liaison Officer position.

This position is a temporary full-time position with potential for extension and/or permanency. A merit list will be established from this recruitment to fill future temporary and permanent positions in a full-time or part-time capacity.

This is a multi-classified position, suitably qualified Allied Health Professionals and Registered Nurses can apply.

For more information regarding the Health Professional Officer Level 3 position click here for the Position Description.

For more information regarding the Registered Nurse Level 2 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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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: Jasmin Gray (02) 51248383 Jasmin.Gray@act.gov.au.

**Office Administrator - Administrative Service Officer 3 - Adult Community Mental Health Services
Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 44139, several - 02FOZ)**

Gazetted: 29 January 2024

Closing Date: 8 February 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 position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. ACMHS is a part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) division.

ACMHS teams operate across the Australian Capital Territory, adhering to either the Adult Community Mental Health Model of Care or the Older Persons Community Mental Health Model of Care depending on area of practice. ACMHS program area services the community's mental health needs in the areas of intake, recovery, supported and therapeutic accommodation, therapy, older persons, neuropsychology, assertive community outreach, homeless outreach, and intensive home treatment.

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.

Possess current passenger vehicles license.

Contact Officer: Erica Campbell (02) 5124 9152 Erica.Campbell@act.gov.au

MHJHADS Business Support Services

**Tribunal Liaison Assistant - Administrative Service Officer 3 - MHJHADS Business Support Services
Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 19389 - 02FT6)**

Gazetted: 29 January 2024

Closing Date: 9 February 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:

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

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

The Tribunal Liaison Assistant reports to the Tribunal Liaison Officer and is expected to provide administrative support to clinical staff and their teams. The service aims to provide collaborative care involving the consumer, their carers and other key services. This also includes the provision of high-quality customer service.

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 part-time permanent position available at 22.05 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Charmain Roberts (02) 5124 5410 Charmain.Roberts@act.gov.au

CHS Chief Executive Officer

Office of the CEO

Assistant Director - Senior Officer Grace C - Hospital Projects Operations

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 61137 - 02FEO)

Gazetted: 29 January 2024

Closing Date: 5 February 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 Hospital Projects transition team was established to achieve the transition of the North Canberra Hospital (NCH). The team is now implementing a range of post-acquisition activities to integrate NCH into Canberra Health Services (CHS) and the broader ACT Government. The position is focussed on supporting the integration of financial and reporting processes.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Michelle Chu (02) 6205 2670 Michelle.Chu@act.gov.au

Child and Adolescent Mental Health Services

Office Administrator - Administrative Service Officer 3 - Child and Adolescent Mental Health Services

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 63614 - 02FWC)

Gazetted: 25 January 2024

Closing Date: 8 February 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:

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

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

These services include:

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Territory-wide Mental Health Services (TWMHS)

Child and Adolescent Mental Health Services (CAMHS) provide assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS teams are made up of multidisciplinary mental health professionals who provide individual and group therapy and clinical management to young people and families within a recovery-oriented framework.

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

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.

Contact Officer: Renae Nardi (02) 5124 1880 Renae.Nardi@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Pathology

Specimen Entry Officer-Technical Officer Level 1 -Pathology

Technical Officer Level 1 \$66,742 - \$69,805, Canberra (PN: 60318 - 02FYP)

Gazetted: 29 January 2024

Closing Date: 9 February 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: ACT Pathology is a division of CHS with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Specimen Reception Department within ACT Pathology is responsible for accurate and efficient entry of pathology requests, preparation and despatch of patient samples and clinical trial samples, receipt, and despatch of referred test results and distribution of pathology results via telephone enquiries.

Under direction from Supervisors, Specimen Entry Operators play a key role in maintaining processes and procedures and are predominantly responsible for the registration of specimens into the laboratory information system (LIS), distribution of specimens to the required laboratory areas and answering phone queries regarding pathology samples or results. The role will require participation in a 24 hour/7-day rotating roster.

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. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

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: Ellieron Sarili (02) 5124 3992 Ellieron.sarili@act.gov.au

Senior Allied Health Professional - Health Professional 3- Child and Adolescent Mental Health Services Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992), Canberra (PN: 61641 - 02G15)

Gazetted: 31 January 2024

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

The CAMHS Adolescent Unit (CAU) is a 6-bed mental health inpatient unit for young people aged 12 years and up to their 18th birthday who are experiencing moderate to severe mental illness. The unit is designed to meet the physical development and psychological needs of adolescents. CAU is a contemporary evidence-based service, providing high quality mental health care guided by the principles of recovery and is trauma informed. The service aims to provide collaborative care involving the young person, their parent, their carers/guardians and other key services.

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

The allied health position is a senior role within CAU, it is expected that the role will contribute its expertise to the multidisciplinary team, provide supervision to staff at Health Professional Level 1 & 2, to Allied Health Assistants, and to students.

The role is supported by a cohesive multi-disciplinary team of Nurses, Allied Health professionals, Allied Health Assistants, Art Therapist, Music Therapist, Exercise Physiologist, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

CAMHS is seeking senior allied health professional (social worker, psychologist, or occupational therapist). The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and provide clinical supervision to HP2's HP1's and AHA's. As a senior allied health, you will use their expertise and leadership skills in the theoretical and practical application of a range of specialist recovery and trauma informed therapeutic interventions with individuals in an

in-patient setting to improve their psycho-social functioning. You will deliver discipline-specific evidence-based group interventions to promote psychological wellbeing.

Note: Be available to work within all program areas of CAMHS as service needs arise. This position is a permanent part-time at 29.40 hours per week and the full-time salary noted above will be pro-rata. FTE HP3 senior allied health professional (social worker, psychologist, or occupational therapist). An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period. Appointment to the position may be based on written application and referee reports only.

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.

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

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

Contact Officer: Sungmin Kim (02) 5124 7978 sungmin.kim@act.gov.au

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Food and Sterilising Services

Operations Officer - Health Service Officer Level 3 - Food Services

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992), Canberra (PN: 33814 - 02FVT)

Gazetted: 30 January 2024

Closing Date: 13 February 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 function of the Food Service Department is to prepare and serve meals and beverages to patients, staff, and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

The Food Service Department prepares, cooks, and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

- Food Service Administration.
- Operation Support Services - Food preparation and Food Production.
- Patient Services:
- Meal Plating and Rethermalisation
- Meal deliveries to patients
- Menu monitors.
- Cafeteria: Food, meals and drinks for staff and guests.
- Stores; Receipt, dispatch, and storage of perishable and non-perishable food supplies.
- External sites: Dhulwa and other Community Centres.

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.

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

Contact Officer: Sanjay Prasad (02) 5124 2177 Sanjay.Prasad@act.gov.au.

CHS Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Services

PA to Clinical Director and Director - Administrative Service Officer 4 - Oral Health Services

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 11683 - 02FZE)

Gazetted: 30 January 2024

Closing Date: 20 February 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:

Oral Health Services (OHS) within the Division of Rehabilitation, Aged and Community Services (RACS) provides adult, child and youth general dental, restorative, special needs, General Anaesthetic (GA), Relative Analgesia (RA), and specialist Surgical and Orthodontic services to the eligible members of the ACT community. The service currently operates from five Community Health Centres and three hospitals across the ACT region, as well as operating within ACT corrective services and from mobile dental clinics as below:

- Gungahlin Community Health Centre – Six dental chairs
- Belconnen Community Health Centre – Eleven dental chairs
- City Community Health Centre - Ten dental chairs
- Phillip Community Health Centre - Ten dental chairs; and
- Tuggeranong Community Health Centre - Five chairs.
- Alexander Maconochie Centre (AMC)
- The Canberra Hospital
- Calvary Public Hospital
- Calvary John James Hospital
- Mobile Dental Clinics
- Nursing home mobile dental clinic
- School mobile dental clinic
- Targeted Access Program mobile dental clinic

OHS is a multidisciplinary program and consists of dentists, visiting oral surgeons, oral health therapists, dental therapists, prosthetists, orthodontists, dental assistants, laboratory technicians and administrative staff. OHS offers a range of dental services to the eligible members of the community for adult & child and youth dental services, this includes denture services and emergency dental.

The services are available Monday to Friday, from 8:30am to 5:00pm at the above listed facilities and Community Health Centres.

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.

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

Contact Officer: Kireet Taneja (02) 5124 1732 CHS.OHSDirector@act.gov.au.

CHS University of Canberra Hospital

UCH Rehabilitation

UCH Inpatient Allied Health

Senior Occupational Therapist - Neurological Rehabilitation

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40174 - 02FZU)

Gazetted: 30 January 2024

Closing Date: 13 February 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 the Canberra Hospital, University of Canberra Hospital, and community-based services. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

The RACS Occupational Therapy service is a dynamic team of occupational therapists and allied health assistants with a focus on improving patients' independence and ability to engage in activities and their community.

Occupational therapy provide rehabilitation for people with a range of conditions and injuries, including neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

An exciting opportunity exists for an experienced HP3 Occupational Therapist to join the occupational therapy team at the University of Canberra Hospital. The successful applicant will provide assessment and intervention to our Neurological Rehabilitation inpatient ward as well as providing leadership and supervision to a small team of occupational therapists and allied health assistants.

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 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](#)"

CHS Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Services

Dental Assistant - Oral Health Services

Dental Assistant Level 2 \$60,626 - \$70,887, Canberra (PN: 21027 - 02FZI)

Gazetted: 30 January 2024

Closing Date: 15 February 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.

About the Role:

Oral Health Services (OHS) within the Division of Rehabilitation, Aged and Community Services (RACS) provides adult, child and youth general dental, restorative, special needs, General Anaesthetic (GA), Relative Analgesia (RA), and specialist Surgical and Orthodontic services to the eligible members of the ACT community. The service currently operates from five Community Health Centres and three hospitals across the ACT region, as well as operating within ACT corrective services and from mobile dental clinics as below:

Gungahlin Community Health Centre – Six dental chairs

Belconnen Community Health Centre – Eleven dental chairs

City Community Health Centre - Ten dental chairs

Phillip Community Health Centre - Ten dental chairs; and

Tuggeranong Community Health Centre - Five chair

Alexander Maconochie Centre (AMC)

The Canberra Hospital

Calvary Public Hospital

Calvary John James Hospital

Mobile Dental Clinics

Nursing home mobile dental clinic

School mobile dental clinic

Targeted Access Program mobile dental clinic

OHS is a multidisciplinary program and consists of dentists, visiting oral surgeons, oral health therapists, dental therapists, prosthetists, orthodontists, dental assistants, laboratory technicians and administrative staff. OHS offers a range of dental services to the eligible members of the community for adult & child and youth dental services, this includes denture services and emergency dental.

The services are available Monday to Friday, from 8:30am to 5:00pm at the above listed facilities and Community Health Centres.

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 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”

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Physiotherapist - Health Professional Level 4

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 64291, Several - 02G2H)

Gazetted: 30 January 2024

Closing Date: 15 February 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 Division of Allied Health provides a range of allied health services across clinical Divisions based at Canberra Hospital. 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.

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient and specialised outpatient settings predominately at Canberra Hospital campus, including tertiary Intensive Care Unit (ICU) and Acute Cardiac Care Unit (ACCU).

The Canberra Hospital ICU is a tertiary referral unit that services the Australian Capital Territory (ACT) and the Greater Southern New South Wales (NSW) region. The ICU is dedicated to the management and monitoring of patients with life threatening illnesses, injuries, and complications. The unit provides specialised facilities for the support of vital organ function through the skills of multidisciplinary staff experienced in complex clinical management.

The Acute Cardiac Care Unit is part of Cardiology Services and provides care for patients with a variety of cardiac conditions including acute coronary syndrome, valvular heart disease, heart failure and cardiac arrhythmias.

Consumers accessing Cardiology services include adults of all ages, acuity, frailty, and disability who may present for diagnosis and management for a range of acute and chronic cardiac conditions.

The Critical Care Physiotherapy Clinical Lead/Team Leader is responsible for delivering advanced physiotherapy clinical services, professional leadership and service coordination for the ICU physiotherapy team working across Intensive Care and Acute Cardiac Care Units.

For more information regarding the position of 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.
- For more information on this position and how to apply “click here”
Contact Officer: Kerry Boyd (02) 5124 2670 Kerry.Boyd@act.gov.au.

CHS Chief Executive Officer

CHS Nursing and Midwifery and Patient Support Services

Ward Services

Hospital Assistant - Patient Support Services

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992), Canberra (PN: 35000, Several - 02G1K)

Gazetted: 30 January 2024

Closing Date: 14 February 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:

Hospital Assistants provide 24-hour flexible frontline support and play a vital role in patient flow and ensuring infection Prevention and control standards are met across the campus.

Requirement to work shift work within all hospital areas; including, evenings, mornings and nights on a shift roster that may include weekend work and Public Holidays.

The Patient Support Services Team Charter includes that every day we will:

- Communicate in a polite, clear, honest, and open way being respectful of our clients and one another.
- Use good body language and listen attentively to our clients and one another.
- Respect each other's opinions and personal values.
- Seek to understand each other by being non-judgemental, compromising and asking questions considerately when seeking clarification.
- Cooperate to improve client outcomes by creating a caring environment for all treating others the way we wish to be treated and sharing our experiences and skills.
- Take responsibility for our actions, take pride in our work, and trust each other to do the same.
- Acknowledge our work colleagues and offer assistance while working toward a common goal.

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.

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

Contact Officer: Neil Howlett (02) 5124 5217 Neil.Howlett@act.gov.au.

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Operational Support Services

Manager of Volunteer Services - Administrative Service Officer Level 5

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 14927 - 02G2L)

Gazetted: 30 January 2024

Closing Date: 15 February 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 (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of Client Services (CS) to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS vision, role, and values.

Under general direction of the Assistant Director, CS, you will be responsible for assessing, informing, and coordinating the volunteer requirements of the organisation. This includes selection, induction, training, retaining, rewarding, and recognising the organisation's volunteers. You will be the first point of contact with volunteers and are responsible for excellent customer service at all times.

Your role will involve building relationships with volunteers, providing guidance and support to staff supervising volunteers, and ensuring a positive volunteer experience.

The position will be based at Canberra Hospital with regular travel required to other sites.

For more information regarding the position of 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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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: Anne Folger-Pleuger (02) 5124 4228 anne.folger-pleuger@act.gov.au.

**CHS Infrastructure Management and Maintenance
Infrastructure and Health Support Services Recurrent
Facilities Management**

**Lead Contract Manager - Senior Officer Grade C - Facilities Management
Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 14102 - 02G08)**

Gazetted: 30 January 2024

Closing Date: 13 February 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:

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

Capital Project Delivery.

Facilities Management.

Safety and Risk.

Minor Works.

Domestic and Environmental Services.

Food Services.

Sterilising Services.

Security Services.

Fleet Management.

The Canberra Hospital Expansion Project includes the design and construction of a new 44,000m² acute clinical services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, cardiac care unit and inpatient beds.

The Critical Services Building (also known as Building 5) is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS). Go live of the facility for clinical services is scheduled for Q3 2024.

The Facilities Management (FM) Branch are a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, safety and risk management, utilities management, and contracts and leasing for the Canberra Health Services property portfolio. The Facilities Management branch will also be responsible for all planned and on demand maintenance activities.

Reporting to the Assistant Director of Contracts Management, the Lead Contract Manager will provide oversight and support to the Contracts team in developing statement of requirements and other relevant procurement documentation in accordance with the Government Procurement Act and other relevant regulations, legislation and policies, chair meetings and evaluation panels and report on the progress, outcomes and KPI's of the Contracts team.

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: Loretta Bettiens 0434 366 673 Loretta.Bettiens@act.gov.au

Allied Health Assistant- Level 3 - Child and Adolescent Mental Health Services

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 61645 - 02G19)

Gazetted: 31 January 2024

Closing Date: 14 February 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:

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

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

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

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

Note:

- Be available to work within all program areas of CAMHS as service needs arise.
- Be Available to undertake shift work within a 7-day rotating roster.

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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Sungmin Kim (02) 5124 7978 sungmin.kim@act.gov.au

CHS Chief Executive Officer

CHS Nursing and Midwifery and Patient Support Services

Nursing Casual and Relief Pool

Enrolled Nurse Level 1 - Relief Pool

Job Description - Enrolled Nurse Level 1 - Relief Pool (02FXW)

Gazetted: 31 January 2024

Closing Date: 06 March 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 Nursing and Midwifery Resource Office (NMRO) provide support to the Canberra Hospital workforce across various areas including but not limited to:

- General Medical/Surgery
- Women's, Youth and Children
- Perioperative Services
- Critical Care Areas (ICU, CCU, ED)
- Mental Health
- Cancer Services
- Acute Care of the Elderly
- Medical Imaging
- Outpatients Departments

The Enrolled Nurse will assess, plan, implement and evaluate nursing care in collaboration with the multidisciplinary team to achieve exceptional health care. You will be provided ongoing clinical education, training and support from our team of educators.

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.

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

Contact Officer: Tracy Morton 0402 154 040. Tracy.Morton@act.gov.au

Enrolled Nurse Level 1 - Relief Pool

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 58478, Several - 02FXW)

Gazetted: 31 January 2024

Closing Date: 6 March 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 Nursing and Midwifery Resource Office (NMRO) provide support to the Canberra Hospital workforce across various areas including but not limited to:

- General Medical/Surgery
- Women's, Youth and Children
- Perioperative Services
- Critical Care Areas (ICU, CCU, ED)
- Mental Health
- Cancer Services
- Acute Care of the Elderly
- Medical Imaging
- Outpatients Departments

The Enrolled Nurse will assess, plan, implement and evaluate nursing care in collaboration with the multidisciplinary team to achieve exceptional health care. You will be provided ongoing clinical education, training and support from our team of educators.

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.

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

Contact Officer: Tracy Morton 0402 154 040. Tracy.Morton@act.gov.au

Medicine

Infectious Diseases

Staff Specialist/Senior Specialist in Infectious Diseases

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 30479 - 02FO1)

Gazetted: 29 January 2024

Closing Date: 6 February 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:

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

Applications are invited from suitably qualified medical graduates with Fellowship of the Royal Australasian College of Physicians who have or are eligible for medical specialist registration with the Medical Board of Australia.

Infectious Diseases provides specialist inpatient, outpatient and Hospital in the Home care to patients with infectious diseases including, but not limited to, serious bacterial infections, prosthetic joint infections, long-term antibiotic use, splenectomy. Infectious Diseases supervises two advanced trainee positions for registrars and assists in the training of a third.

The successful applicant will be expected to have a role in undergraduate teaching and assessment within the Australian National University Medical School and be regularly involved in education and training of medical students and junior medical staff. The successful applicant will also be expected to be active in clinical and/or basic research, quality assurance activities and continuing medical education.

Duties:

1. Provide clinical infectious disease services comprising inpatient care and consultation, outpatient clinics, hospital in the home care, antimicrobial stewardship, attendance at clinical meetings, and telephone advice
2. Provide specialist infectious disease advice pertaining to infection prevention and control (including outbreak control), disease surveillance activities, staff health and occupational exposure management
3. Active engagement in educational activities related to infectious disease medicine including under-graduate and post-graduate education

through the Australian National University Medical School⁴. Actively contribute to the quality improvement and research activities of the Infectious Diseases department including policy and procedure development, attendance, and presentation of research at major national and international meetings, and supervision of research projects of junior medical staff⁵. Supervision of allocated medical students and junior medical officers (interns, resident medical officers, and registrars), including the provision of feedback and appraisals⁶. Equitable participation with other specialists in the departments after-hours-on-call and weekend roster.⁷ Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high quality person and family centred, safe and high quality patient care. To be available to perform these duties at Canberra Hospital and North Canberra Hospital as required; and in the case of telephone advice, to affiliated NSW hospitals within the surrounding region. For more information about this role and how to apply, please click here to see the Position Description. Contact Officer: Ian Marr (02) 5124 2105 ian.marr@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

Corporate Services

Data and Digitalisation

Data, Systems and Operations

Senior Manager, ICT Engagement and Operations

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 61748)

Gazetted: 30 January 2024

Closing Date: 13 February 2024

Details: Are you a strategic thinker with a passion for business analysis and management?

The Data and the Digitalisation Branch within the Canberra Institute of Technology is seeking a dynamic individual to fill the role of "Senior Manager – ICT Engagement and Operations".

Key Responsibilities:

Undertake analysis and modelling of current and future business processes and information management environments.

Lead and actively participate in relevant ICT engagement committees within CIT and contribute insights on ICT systems or solutions that align with CIT's digital ambition. This includes but is not limited to, proactively collaborating with internal and external partners and stakeholders to explore existing solutions, minimising duplication and promoting efficiency.

Lead ICT initiatives and oversee seamless operations, ensuring the reliability and optimisation of CIT's IT infrastructure, while pioneering innovation to meet evolving technological needs.

Analyse client requirements and collaborate with technical specialists and business Subject Matter Experts (SMEs) to develop fit-for-purpose solutions to business problems, with particular emphasis on digitisation, documentation and delivery.

Conduct workshops and coordinate requirement walk-through and signoffs, verifying with stakeholders that process models and user artefacts accurately represent business needs.

Develop and implement procurement plans and strategies to meet business requirements, enhance stakeholder engagement, and challenge and motivate providers to optimise service outcomes.

Partner with internal and external stakeholders to develop innovative supply strategies, establish supply arrangements, lead high-level negotiations and manage contracts to deliver value for money outcomes.

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

How to Apply: Interested candidates, showcase your expertise in a concise two-page application and curriculum vitae of no more than three pages, against the attached Position Description. Highlight your skills, qualifications, and relevant experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deepansh Kwatra (02) 6205 2813 Deepansh.Kwatra@act.gov.au

Strategic Finance and Transformation

Facilities Management

Administrative Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 59808)

Gazetted: 29 January 2024

Closing Date: 12 February 2024

Details: Canberra Institute of Technology (CIT) is seeking applications for the position of Administration Officer, CIT Facilities.

This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including the construction of a state-of-the-art new Woden campus.

We are looking for an enthusiastic individual with attention to detail to support the Leadership Team in establishing and maintaining best practice governance processes. Your passion for improving administrative processes and streamlining workflows that support a positive customer experience will be highly regarded.

While this position will predominately work from the Reid Campus, there will be a requirement to work from the Estate Office at Reid, Fyshwick and Bruce on a regular basis. This will be to support the Facilities Team navigate the file management system and help build basic computer literacy across the team.

The successful candidate will demonstrate experience in customer facing functions and be passionate in applying facilities services that put the customer first. You will demonstrate a strong ability to build professional relationships, communicate effectively with a highly diverse community and be a respected member of the Facilities Team.

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

Eligibility/Other Requirements: Compliance Requirements / Qualifications

Essential: Hold a current drivers' licence.

Desirable:

Holds a Qualification in Government Administration or a strong knowledge of administrative functions.

Knowledge of and/or experience in facilities management.

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

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

How to Apply: Applicants 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: JustinJ Thompson 0429 788 744 JustinJ.Thompson@cit.edu.au

Corporate Services

Audit, Risk & Corporate Governance

Senior Manager Audit, Risk & Corporate Governance

Senior Officer Grade B \$140,226 - \$157,418, Canberra (PN: 63033)

Gazetted: 25 January 2024

Closing Date: 8 February 2024

Details: Are you an experienced professional in audit, risk management, and corporate governance?

Do you have expertise in staying up-to-date with industry regulations and best practices related to audit, risk, and corporate governance?

Are you curious and ready for a new challenge?

WHAT DO WE WANT

CIT is currently seeking a passionate, proactive, and productive individual to join our team in the position of Senior Manager, Audit, Risk and Corporate Governance role. We are seeking an enthusiastic person with the skills to support CIT in maintaining our strategic risk register and ensuring that CIT staff adhere to Corporate Governance policies, procedures, and frameworks.

WHAT WILL YOU DO

Under broad direction of the Executive Branch Manager, Audit, Risk and Corporate Governance, the Senior Manager Audit, Risk and Corporate Governance will provide subject matter expertise in the delivery of the CIT's

risk management framework and will work to develop and implement new processes and artefacts to further strengthen CIT's risk management processes.

WHAT DO I NEED?

As a leader within CIT, this role requires a person who can engage, inspire, energise and positively influence institute-wide and individual practices, while genuinely engaging to meet the diverse needs of staff across the Institute. You will be self-motivated, responsive and show initiative, demonstrate sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals.

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: DanielJ Riley (02) 6207 3153 danielj.riley@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

Digital, Data and Technology Solutions

Customer Engagement Services

EPSDD ICT

ICT Operations Support Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 46517)

Gazetted: 31 January 2024

Closing Date: 14 February 2024

Details: Customer Engagement Services Branch (CESB) plays a key role in servicing and supporting the Government Directorates. CESB provides frontline services including the Service Desk and the presence of client facing staff that enables the provision of contextual advice and guidance as well as business system support services which enhance the customer experience.

Supporting your team members and as a business partner servicing Environment, Planning and Sustainable Development Directorate, the ICT Operations Support Officer will provide technology advice and guidance, as well as ensuring consistency of service delivery, by prioritising and managing workflows and supporting the team to achieve deliverables in an Information Technology Infrastructure Library (ITIL) environment.

Please refer to the Position Description for a full list of duties, technical skills and knowledge as well as behavioural capabilities.

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

Eligibility/ Other Requirements: A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Note: This is a temporary position available immediately to 20 December 2024 with the possibility of permanency.

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

How to Apply: Please provide a two-page written pitch with examples of your experience relating to the Position Description and an up to date curriculum vitae, including the contact details of two referees, with one being your current manager.

Applications should be submitted via the Apply now Button below

Contact Officer: Marissa Prieto (02) 6207 0821 Marissa.Prieto@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Procurement and Compliance / ICT Procurement

ICT Procurement Advisor

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 15062, several)

Gazetted: 30 January 2024

Closing Date: 6 February 2024

Details: The Procurement and Compliance team is seeking applications for a SOGC ICT Procurement Advisor for a period of six weeks.

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.

Who are we looking for?

An enthusiastic team member who can provide ICT Procurement advice to Digital, Data and Technology Solutions business units.

Excellent organisational skills with the ability to managing competing tasks and demands.

What qualities do you need to have?

Understanding of ACT Government procurement policies and practices.

Solution focused with strong communication skills and the ability to independently manage large number of tasks with conflicting priorities and deadlines.

A willingness to collaborate in a dynamic environment.

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

How to Apply: Send a curriculum vitae and a one-page pitch outlining why you're the best person for the job and what you would bring to the team.

Contact Belinda Dillon with any questions via Belinda.Dillon@act.gov.au or Microsoft Teams.

Applications should be sent to the Contact Officer.

Contact Officer: Belinda Dillon (02) 6207 8304 Belinda.Dillon@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

Executive Branch Manager, Infrastructure and Contracts

Temporary Vacancy (ASAP To 30 September 2024)

Community Services Directorate

Housing ACT

Position: E1062

(Remuneration equivalent to Executive Level 1.4)

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

Date Circulated: 30 January 2024

An exciting backfill opportunity exists to lead the Executive functions of Infrastructure and Contracts, Housing Assistance in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours.

Housing Assistance is committed to excellence and the highest ethical standards in dealing with clients and other stakeholders. The principles most highly valued by the organisation are problem solving, empathy, teamwork, professionalism, and leadership. Housing Assistance provides public housing and rental assistance to clients and aims to be an innovative and effective social housing provider, responsive to the needs of its clients.

This role will work closely and collaborate with Executive Branch Manager Housing and Homelessness Program Management and Executive Branch Manager Client Services to ensure asset and contract management are closely aligned to current and emerging client requirements. In addition to agency and broader government stakeholders, it is expected that the Executive Branch Manager will lead and demonstrate collaborative and influential relationships with local design, construction, and maintenance industries.

To be successful in this role, you will have demonstrable skills in management, community sector reform and development, business and project planning, and effective leadership.

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: Interested applicants are requested to submit a one-page pitch, a current curriculum vitae and contact details for two referees to Ailsa Borwick via email, Ailsa.Borwick@act.gov.au by COB Tuesday 6 February 2024.

Contact Officer: Ailsa Borwick 6207 9466 Ailsa.Borwick@act.gov.au

Children, Youth and Families

Youth Justice and Adolescent Services

Youth Justice and Adolescent Services

Service Design Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 59034)

Gazetted: 30 January 2024

Closing Date: 13 February 2024

Details: The Youth Justice and Adolescent Services (YJAS) has a newly expanded remit. Previously only responsible for custodial youth justice services, the YJAS is undertaking significant policy and service design reform work to including to operationalise the 'Raising the Minimum Age of Criminal Responsibility reform and build new service relationships – both within the ACT Government and with the community sector. The Senior Service Design Officer will work closely with the Director, YJAS to undertake service design and consultation across key reform projects in the youth justice portfolio.

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:

Tertiary qualification in social sciences/public policy/law is highly desired, though not mandatory.

Knowledge or experience in youth justice systems and/or youth sector is desired, but not essential.

Note: This is a temporary position available immediately for 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 below.

Contact Officer: Chelsea Gutterson (02) 6207 0617 Chelsea.Gutterson@act.gov.au

Office of the Director General

Regulation, Assurance and Quality

Office of the Human Services Registrar

Quality Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 37696)

Gazetted: 25 January 2024

Closing Date: 15 February 2024

Details: The Office of the Human Services Registrar (HSR) supports the powers and functions of the HSR in providing leadership and independent oversight to improve the lives of people who are vulnerable through risk responsive regulation. It seeks to build capacity of service providers, including those within CSD, through partnership, education and regulation to ensure quality outcomes for service users.

The primary and preferred method of ensuring compliance is through regulatory engagement – the Human Services Registrar and organisation work together, voluntarily, to achieve and maintain compliance. If non-compliance is significant and requires more than regulatory engagement to ensure that change is made and compliance is achieved, intervention powers can be used. Procedural fairness underpins the regulation of care and protection organisations.

As a Quality Officer, you will undertake compliance reviews using a risk responsive regulatory framework.

This includes:

- stakeholder engagement
- facilitate the resolution of complaints/critical incident investigations
- undertaking risk assessments, and compliance and enforcement actions
- manage workloads within tight timeframes and initiative and personal responsibility for achieving agreed outcomes
- handling sensitive and confidential information
- undertake research, conduct and participate in negotiations and meetings.
- conduct site inspections of community housing, disability and care and protection properties.

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:

Experience in leading investigations, complaints handling, and/or compliance with service standards is preferred, but is not essential.

WWVP: Please note, Working with Vulnerable People registration is required.

For further information on Working with Vulnerable People registration refer to the Access Canberra website.

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 two-page pitch (maximum) to address the Selection Criteria. Any applications longer than two pages will be ruled out.

Use the STAR approach to demonstrate skills and expertise (situation, task, action, result).

Do not repeat the selection criteria headings.

There are some of the legislations listed in the Position Description that we work with; these may assist you in contextualising your application.

Applications should be submitted via the Apply Now button.

Contact Officer: Amenah El Chami (02) 6207 4528 Amenah.ElChami@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

Strategic Policy and Reform

Strategic Policy - Legislation Reform

Policy Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 33846, Several)

Gazetted: 31 January 2024

Closing Date: 14 February 2024

Details: Are you a high performing officer looking for your next challenge? Are you excited by reforming legislative frameworks to ensure the best outcomes for our children and young people? Do you have experience in policy development for legislative reform, exceptional research skills, and high level written and organisational skills?

Then this might be the job for you!

The Legislation Reform team is looking for a motivated and conscientious individual with skills and experience in legislative policy development.

To be successful in this role you must be able to work cooperatively with others as well as individually with minimal supervision, in a fast paced and at times, pressured environment. You will need expertise in policy development, strong strategic thinking skills, excellent written and organisational skills, and a desire to build and maintain quality

relationships with a range of stakeholders. This is a fantastic opportunity for someone who is interested in delivering strategic legislative reform that will benefit children and young people in our community.

Eligibility/Other Requirements:

Ability to think strategically, research and analyse policy and contribute to the production of policy advice of a high standard.

Highly developed interpersonal and representational skills, with experience in building quality relationships with stakeholders.

Strong written communication skills with demonstrated experience in preparing project documents, briefing materials and Cabinet papers to explain complex matters to the Senior Executive, the Minister, external agencies and schools.

Excellent organisational skills and demonstrated ability to work under pressure, with minimal supervision and meet deadlines while effectively understanding, anticipating and managing competing priorities.

Understanding of ACT Public Service Values, demonstrated self-awareness, professionalism and a proven commitment to ongoing cultural awareness. Demonstrated awareness of and ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Desirable: Experience in the development of legislation and/or Cabinet papers.

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: Please submit a current curriculum vitae and a written response of up to three pages. The response should outline your knowledge, skills and capabilities against the Selection Criteria listed in the Position Description.

Applications should be submitted to the contact officer.

Contact Officer: Denise Ryan (02) 6207 7437 Denise.Ryan@act.gov.au

School Performance and Improvement

Tuggeranong Network

Gordon Primary School

Principal, Gordon Primary School

School Leader A 2 \$194,962, Canberra (PN: 01804)

Gazetted: 31 January 2024

Closing Date: 13 February 2024

Details: Gordon Primary School is a unique and contemporary P-6 school located in the Tuggeranong region of the ACT and has a current enrolment of 515 students. The school provides a safe and inclusive learning environment with a strong focus on literacy, numeracy, and enquiry skills. The school's current cycle of school improvement includes the development of learner assets, aligning to national and international research and applied within the local school context.

The staff at Gordon Primary School are a dedicated and professional team who nurture and encourage student agency through co-constructed, innovative, and authentic learning experiences. The educators explicitly engage children in the process of inquiring into how they learn and the purpose of what they are learning. Staff are supported with ongoing professional learning to maintain the implementation of evidence-based, high impact instructional practices. Students learn about 'big ideas' that foster the dispositions of creativity, compassion, curiosity, and confidence.

Gordon Primary School utilises the Positive Behaviour for Learning (PBL) framework including the school wide expectations to be safe, be respectful, be responsible and be a learner. The school is inclusive and differentiates learning experiences to enable every child to participate and supports each learner to understand that 'personal best is valued and achieved'. The school prides itself on creating strong community links, including a supportive School Board and Parents and Citizens Association (P&C). These collaborative partnerships create the warm, caring, and positive tone generated at the school.

Eligibility/Other Requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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

How to Apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now button.

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: Rose Godwin (02) 6205 8219 EDU.DSIOffice@act.gov.au

School Performance and Improvement

North and Gungahlin Network

North Gungahlin High School

Principal, North Gungahlin High School

School Leader A 2 \$194,962, Canberra (PN: 58967)

Gazetted: 31 January 2024

Closing Date: 13 February 2024

Details: North Gungahlin High School is located in the Gungahlin district of Canberra and will open in 2025. The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff. The new school will provide high quality contemporary indoor and outdoor learning environments. These inclusive facilities will support students with a diverse range of learning and social needs.

The school will offer facilities for community use outside of school hours including a double, covered hard courts suitable for basketball and netball and the oval can be used for soccer, rugby games. The Performing Arts Hall may also be available for community use. Consistent with the government's commitment to act on climate change, the school will have zero emissions in its operations and include approximately 100kw of solar power generation. North Gungahlin High School will offer a modern, dynamic learning and teaching environment. The appointed Principal will manage operational and strategic improvements to take advantage of the new building and drive innovation to create learning spaces for students and teachers to thrive in.

The school will implement the Australian Curriculum and the specialist programs to be offered will be determined as part of the planning and induction process.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

How to Apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now button.

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: Stephen Gwilliam (02) 62058219 EDU.DSIOffice@act.gov.au

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Principal, Kingsford Smith School

School Leader A 3 \$208,684, Canberra (PN: 14565)

Gazetted: 31 January 2024

Closing Date: 19 February 2024

Details: Kingsford Smith School is a P-10 school with approximately 853 enrolments. Situated in West Belconnen the school caters for the varied needs of students from specialised teaching in gifted and talented to an inclusive education approach ensuring quality outcomes for students with special educational needs. In partnership with the school community, students take active responsibility for their learning with staff focusing on ensuring all students excel in an environment that promotes excellence, celebrates success, nurtures wellbeing, and provides for all students ongoing learning and academic needs.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

How to Apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now button.

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: Sam Seton (02) 62058219 EDU.DSIOffice@act.gov.au

Performance and Improvement

South and Weston Network

Yarralumla Primary School

School Administrative Assistant / Enrolments Officer

School Assistant 4 \$73,960 - \$79,814, Canberra (PN: 64546)

Gazetted: 31 January 2024

Closing Date: 21 February 2024

Details: Yarralumla Primary School is a bilingual school that provides education for students ages of 3 to 12 through a variety of programs that include K- 6 specialised Italian bilingual program, an English stream, a Pre-school program and a Montessori program (3 to 5 year olds).

Yarralumla Primary School is seeking an energetic, self-organise and self-motivated staff member to undertake the duties of a school administrative assistant. The front office team consists of the Business manager and the school administrative assistant - Enrolments. Under the direction of the Business Manager, the successful applicant will be required to work both independently and collaboratively to manage student enrolments and student records, as well as related ongoing administrative processes. The position also includes supporting communication avenues to the school community, in particular coordinating the preparation and deliver of school newsletters. The successful applicant should demonstrate high level understanding of school administrative processes, as well as proficiency in the use of a variety of computer applications, databases and spreadsheets, including the Sentral Administrative System, Microsoft Office and Google Suite (or an ability to learn and adapt accordingly). Applicants are strongly encouraged to discuss the position with the contact officer.

Eligibility/Other Requirements:

MANDATORY

Must have current ACT Working with Vulnerable People (WWVP) Registration

DESIRABLE

-First Aid Certificate or a willingness to undertake appropriate training.

-Certificate IV or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services).

Note: This is a temporary position available 4 March 2024 to 4 September 2024 with the possibility of permanency.

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

How to Apply: Please complete a two page pitch outlining your experience and focusing on the points in the Selection Criteria, Professional/Technical Skills and Knowledge and Behavioural Capabilities. Please include your curriculum vitae and completed referee report at time of application.

Applications should be submitted via the Apply Now button.

Contact Officer: Tatiana Richards (02)6142 3250 Tatiana.Richards@ed.act.edu.au

Safe at Schools

Complex Behaviour Support and WHS Branch

Targeted Support - School Attendance Team

Student and Family Engagement Support Worker

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 64429)

Gazetted: 30 January 2024

Closing Date: 21 February 2024

Details: The successful applicant will work closely with schools and parents/carers to assess what are the barriers to attendance, and work to address these to support the reengagement of children and young people in appropriate educational and/or training pathways. The position will work directly with students and families which may involve outreach work in settings such as the home, schools and community venues.

The ideal candidate is highly likely to have a strong understanding of, and experience in, confidently working with children, young people and families who have complex concerns, such as developmental trauma. The ideal candidate will be professionally resilient and be able to build relationships with parents/carers who may be disengaged from services, supports, and the school system. The successful applicant has a well-developed understanding of the scope of service delivery and support options available in the ACT. They will be familiar with education settings, have the skills and capacity to impact positively on student outcomes through developing a strong understanding of the student and family needs, supporting relevant community agency referrals, strengthening communication, building capacity in schools and championing Directorate commitments to continuous improvement.

Eligibility/Other Requirements:

MANDATORY REQUIREMENTS

At least three years of experience in a relevant field of case management working with children and families

Current drivers' licence is essential

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/business-and-work/working-with-vulnerable-people/apply-for-or-renew-a-wwvp-registration>

HIGHLY DESIRABLE

Demonstrated knowledge and understanding of Trauma Informed Practice

Access to personal vehicle is desirable.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government.

Note: This is a temporary position available for 12 months with the possibility of permanency. 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 is an Identified position for Aboriginal and Torres Strait Islanders.

How to Apply: Please submit a response to the Selection Criteria (max four pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Vanessa Klose (02) 6205 1310 Vanessa.Klose@ed.act.edu.au

Safe at Schools

Complex Behaviour Support and WHS Branch

Targeted Support - School Attendance Team

Student and Family Engagement Support Worker

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 64428)

Gazetted: 30 January 2024

Closing Date: 21 February 2024

Details: The successful applicant will work closely with schools and parents/carers to assess what are the barriers to attendance, and work to address these to support the reengagement of children and young people in appropriate educational and/or training pathways. The position will work directly with students and families which may involve outreach work in settings such as the home, schools and community venues.

The ideal candidate is highly likely to have a strong understanding of, and experience in, confidently working with children, young people and families who have complex concerns, such as developmental trauma. The ideal candidate will be professionally resilient and be able to build relationships with parents/carers who may be disengaged from services, supports, and the school system. The successful applicant has a well-developed understanding of the scope of service delivery and support options available in the ACT. They will be familiar with education settings, have the skills and capacity to impact positively on student outcomes through developing a strong understanding of the student and family needs, supporting relevant community agency referrals,

strengthening communication, building capacity in schools and championing Directorate commitments to continuous improvement.

Eligibility/Other Requirements:

MANDATORY REQUIREMENTS

At least three years of experience in a relevant field of case management working with children and families

Current drivers' licence is essential

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/business-and-work/working-with-vulnerable-people/apply-for-or-renew-a-wwvp-registration>

HIGHLY DESIRABLE

Demonstrated knowledge and understanding of Trauma Informed Practice

Access to personal vehicle is desirable.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government.

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

How to Apply: Please submit a response to the Selection Criteria (max four pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Vanessa Klose (04) 6856 0058 Vanessa.Klose@ed.act.edu.au

Service Design & Delivery

Student Engagement

Flexible Education

Classroom Teacher - Muliyan

Classroom Teacher \$80,858 - \$119,288, Canberra (PN: 57265)

Gazetted: 29 January 2024

Closing Date: 12 February 2024

Details: This position will support students in the Muliyan Program (years 7-10)

In this role you will support the delivery of general education programs (literacy/numeracy) and develop personalised learning programs for students.

Our ideal applicant will be able to quickly establish quality partnerships with parents and the community to enhance the learning environment and provide an inclusive culture for all students from a wide range of diverse backgrounds, including Aboriginal and Torres Strait Islander students.

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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

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

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

How to Apply: Please submit your curriculum vita, two-page Statement of Claims and details of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Lauren Smith 0481 479 656 Lauren.Smith@ed.act.edu.au

Business Services Group

Strategic Finance & Procurement

Executive and Branch Support Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 00439)

Gazetted: 29 January 2024

Closing Date: 12 February 2024

Details: The Education Directorate is seeking applications from highly motivated individuals with an eye for detail to provide administrative support to the Chief Finance Officer and to the Strategic Finance and Procurement Branch of the Education Directorate. The position requires a person with a high level of organisational skills, effective communication and interpersonal skills and the ability to multi-task and work under pressure are essential. The successful applicant must be proficient in the use of the Microsoft Office suite as well as coordinating and managing the workflow of the Chief Finance Officer. An important function of the position will be to undertake research tasks, as well as liaise with the offices of the Director-General and other senior executive within the Education Directorate to maintain effective working relations across the Directorate. The successful candidate will be well organised and be committed to personal development and the provision of high-quality support services.

Eligibility/Other Requirements: Well developed ICT skills encompassing a number of Microsoft and financial management information systems, along with experience or knowledge of financial management duties and compliance.

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

Selection may be based on application and referee reports only. 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: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grace Obst 0403 436 584 Grace.Obst@act.gov.au

Service Design and Delivery

Student Engagement

Clinical Practice

School Psychologist

School Psychologist \$91,839 - \$130,270, Canberra (PN: 08376, Several)

Gazetted: 29 January 2024

Closing Date: 26 February 2024

Details: Are you a psychologist who enjoys working with children or young people? Are you looking for a job with a broad range of opportunities, including working in the area of prevention and early intervention?

ACT Education is seeking applicants for several permanent School Psychologist positions. We have positions available ASAP or with a Term 2 (late April) start date, either working full time or part time. School Psychologists enjoy the benefits of teacher-based conditions and strong professional support.

Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will:

- conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals

- consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students

- identify and assess mental health issues and provide follow up support or refer to other mental health services

- provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers

- assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations

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

Eligibility/ Other Requirements: Prior to commencing in this role applicants require:

Current general registration as a psychologist with the Psychology Board of Australia.

A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011. For further information refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

It is highly desirable applicants hold a current Australian drivers' licence.

Note: These positions are under the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2023 - 2026 and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2023 – 2026. 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: In your application, please provide statements addressing the Selection Criteria (listed in the Position Description) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

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: Joan Webb (02) 6207 6986 Joan.Webb@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

Climate Change and Energy

Net Zero Energy Transformation

Integrated Energy Plan Delivery

Senior Director

Senior Officer Grade A \$162,291, Canberra (PN: 52531)

Gazetted: 31 January 2024

Closing Date: 7 February 2024

Details: Brief description of the role

The Senior Director leads the Integrated Energy Plan Delivery team within the Climate Change and Energy Division. Working with a small, but high performing, team you will be responsible for:

the delivery of the Integrated Energy Plan for 2024-2030 in the first half of 2024;

transitioning to implementation of commitments and strategy in the Integrated Energy Plan; and administration of the new regulation prohibiting new natural (fossil fuel methane) gas connections.

Delivery of the Integrated Energy Plan includes a wide range of associated policy development in the key focus areas of electrification of vulnerable household customers, complex buildings (such as multi-unit apartments), transitioning energy networks, role of green gas, regulatory policy development and strategic communications. The team is focused on developing a range of behavioural, regulatory, program and economic policy levers in these areas.

The Senior Director works closely with colleagues across Climate Change and Energy Division, EPSDD, the Office of Climate Action and other ACT Government Directorates. Consultation with external stakeholders is a core part of the role, including through the Energy Transition Technical Advisory Group.

Eligibility/Other Requirements: In addition to the Selection Criteria in the attached, an understanding of energy and/or climate change policy will be highly regarded.

Note: This is a temporary position available 20 February 2024 to 20 August 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought for the role and should include:

a supporting statement of no more than two pages addressing the Selection Criteria; and a current curriculum vitae.

Please forward your expression of interest to rachael.dehosson@act.gov.au by COB Wednesday 7 February 2024.

Applications should be submitted via the Apply Now button.

Contact Officer: Rachael De Hosson 0422 050 527 Rachael.DeHosson@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 Courts and Tribunal

Corporate and Strategic Services

Contracts and Programs

Senior Director, Property and Programs

Infrastructure Manager/Specialist 1 \$180,393, Canberra (PN: 50467, Several)

Gazetted: 31 January 2024

Closing Date: 14 February 2024

Details: Applications are sought to fill the position of Senior Director, Property and Programs where you will lead a team responsible for:

the delivery of infrastructure projects and capital works and for the ACT Courts and Tribunal and the ongoing contracted services that support them.

The management of procurement, contracts and program delivery across ACT Courts and Tribunal. The program of projects includes property, digital, operational and human resource.

Under the general direction of the Executive Branch Manager, Corporate and Strategic Services, you will oversee the facilities that support the delivery of judicial services in the ACT and the administration of the arrangements that support them. The role also includes ensuring ongoing property services, contract, procurement and program management and support service delivery across the Courts and Tribunal. Through these activities, the Senior Director, Property and Programs has primary responsibility for ensuring the physical needs of these organisations are met and compliance with relevant procurement, contract and project management policies is assured.

The Senior Director, Property and Programs will demonstrate:

Proven experience in the management of programs of work across complex operating environments, especially in fields of infrastructure, technology and/or procurement;

Strong leadership, management, interpersonal and collaboration skills including the ability to consult, negotiate and influence on complex and sensitive matters;

Experience in managing resources within budget, developing new budget proposals, monitoring expenditure, identifying and mitigating risks, and resolving issues;

Management of a team to ensure appropriate resourcing and workload management, engagement and wellbeing of team members and strong communication to build a positive, respectful and motivating culture;

Lead and manage property contract negotiations and contract management for the provision of accommodation and service requirements for ACTCT. In particular, the management of the ACTCT Public Private Partnership arrangements; and

Proven ability to work as a senior team member, work to multiple deadlines, manage resources and deliver high quality outputs, results under pressure and provide strong support to the Executive

Eligibility/ Other Requirements: This position involves direct supervision of staff.

Recognised qualification and/or experience in the relevant fields are required to obtain the role at the IMS1 level.

Applicants found suitable without these qualifications may be eligible for employment at the SOG A level.

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: Interested applicants should provide a two-page pitch addressing the capabilities in the Position Description. A current curriculum vitae with two referees should also be provided.

All enquiries regarding the role can be directed to Suzana Stanojevic at Suzana.stanojevic@act.gov.au or 6207 4004.

Applications should be submitted via the Apply now Button below

Contact Officer: Suzana Stanojevic (02) 6207 4004 Suzana.Stanojevic@act.gov.au

Emergency Services Agency

Assistant Commissioner Operations

Assistant Director Mobile Data Terminal (MDT) Project

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 64435)

Gazetted: 31 January 2024

Closing Date: 14 February 2024

Details: The Emergency Services Agency is seeking a highly skilled project manager who is comfortable working within tight timeframes and a wide variety of stakeholders to commence immediately on a critical ICT project. Working within the ESA Operations Branch, this position is crucial to implement the ACT Emergency Services upgrade project for its Mobile Data Terminals (MDT).

Reporting to the Senior Director MDT/TRN Projects, the Assistant Director MDT Project will assist with the project management, procurement, ongoing development, training, and operational use of new MDTs. As part of a team, the position may also perform activities in support of emergency operations.

Key duties of the role:

Lead the delivery of the MDT Project, including facilitating schedules, budget and other project documents and ensuring timely, effective project management of the MDT project.

Lead the management of highly complex issues and project activities including procurement processes, the development of Statement of Requirements, market sounding, evaluation and technical implementation, in conjunction with specialist support areas including ESA Procurement and DDTs.

Capture, document and file conversations and meetings with internal and external stakeholders to ensure feedback, requests, decisions, and actions are recorded and appropriately managed.

Work collaboratively with stakeholders across the broader Agency, ACT Government and industry to ensure optimal outcomes for the Project through development and maintenance of effective partnerships.

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 Diploma, Advanced Diploma or qualifications in project management are highly desirable.

Experience working in an emergency service or high-pressure environment would be highly regarded.

Successful applicants will be required to obtain a Working with Vulnerable People registration.

The occupant of this position may be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies.

Note: This is a temporary position available immediately until 11 August 2024 with the possibility of extension up to 12 months.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. Applicants may be chosen from application only.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Bremers 0405 929 042 david.bremers@act.gov.au

Corporate

People and Workplace Strategy

Human Resources Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 44598)

Gazetted: 30 January 2024

Closing Date: 13 February 2024

Details: Are you an enthusiastic HR professional looking for a challenging and rewarding role to broaden your skills and experience in a dynamic project focussed environment? If so, we have an exciting opportunity for you!

We are looking for a HR Officer to provide high-level secretariat and administrative support to various Enterprise Agreement bargaining committees and working groups. You will act as the central point of contact for all logistical activities, ensuring effective communication and coordination among stakeholders. You will also manage and maintain all records and documents related to the bargaining process, in compliance with the Territory Records Act 2002.

To be successful in this role, you will need to have excellent oral and written communication skills, proven organisational skills, and demonstrated experience in using digital solutions. You will also need to be able to work autonomously and as part of a team.

This is a great opportunity to join a small and supportive team and tangibly contribute to the positive culture of the organisation.

Note: This is a temporary position available immediately for a period of 6 months. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided using the STAR method where appropriate.

Applications should be submitted to the contact officer.

Contact Officer: Joe Colbert (02) 6207 6065 Joe.Colbert@act.gov.au

ACTCT

ACAT

Executive Assistant to the ACAT President and Registrar

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 00541)

Gazetted: 29 January 2024

Closing Date: 28 February 2024

Details: Do you enjoy helping senior colleagues achieve their objectives? Are you looking for opportunities to demonstrate your organisational skills?

If so, the ACT Civil and Administrative Tribunal (ACAT) is looking for you!

ACAT is a fast-paced, dynamic, and unique work setting, delivering high quality services to tribunal users. Our registry teams provide a high level of support and assistance to tribunal members, and enable quick, simple, and inexpensive access to justice through the provision of effective administrative services.

ACAT is currently recruiting for an Executive Assistant to join our team. This position is for people seeking a career in the administration of justice and who have the desire to develop and continuously improve. You will work in a team made up of proactive and resilient people who are passionate about supporting our members. To be successful in this role you will be obsessive about getting things right, enjoy working with senior colleagues and be highly organised.

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

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

How to Apply: Please supply:

A curriculum vitae

Details of two referees (one of which must be your current supervisor/manager)

A written response (of no more than two pages) that outlines your skills and experience to fulfil the role of Executive Assistant and that addresses the three behavioural capabilities within the selection documentation.

Applications should be submitted via the apply now button.

Contact Officer: Brenton Hutchison (02) 6207 1438 Brenton.Hutchison@act.gov.au

Emergency Services Agency

Assistant Commissioner Corporate

Strategy and Governance

Assistant Director, Records Management Project

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 62999)

Gazetted: 29 January 2024

Closing Date: 12 February 2024

Details: The Emergency Services Agency is seeking an Electronic Document and Records Management (EDRMS) guru with experience in training and a passion for managing projects. As the Assistant Director, Records Management Project your key role will be to plan, lead and implement HPE Content Manager across the ACT Emergency Services Agency as well as schedule and deliver training to support the implementation of the EDRMS in ESA business units.

The ideal candidate will quickly build strong relationships with key ESA stakeholders to advise on digital records governance and operational matters and provide day to day advice and support to the Agency's business units on the use of EDRMS.

You will also review existing sensitive information collection practices and explore secure alternative solutions; This includes expert advice on data retention policies, practices and data disposal within the ESA.

Due to the requirements of this position, you will need to demonstrate capacity to be responsive, manage competing priorities, work to multiple deadlines and deliver quality results on time.

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:

Driver's licence is highly desirable.

This position requires a Working with Vulnerable People registration.

Experience in project management or support is desirable.

Note: This is a temporary position available immediately to 24 December 2024 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. Please refer to the attached Position Description for further information about the role.

Applications should be submitted via the apply now button.

Public Trustee and Guardian

Various

Administration Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 08032)

Gazetted: 29 January 2024

Closing Date: 12 February 2024

Details: The Public Trustee and Guardian has an opportunity for capable, motivated, and well organised individuals to join our team. Reporting to, and under the direction of a Team Leader, the role will see you undertaking administration functions in one of our close-knit, supportive teams in a busy work unit. You may be assisting in the administration of matters for adults unable to manage their financial affairs due to a physical, mental, psychological, or intellectual condition, as well as those under Enduring Power of Attorney, or with the administration of Trust Funds, Deceased Estates or Unclaimed Monies. If you feel that you can add value and a caring human touch in the day-to-day affairs of vulnerable clients, we would like 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: Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This is a temporary position available 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: Applications are sought from potential candidates and should include a personal pitch of no more than one page, outlining the skills and experience you have that make you the best candidate for the position. Your pitch should be based on the Professional/Technical Skills and Knowledge and Behavioural Capabilities criteria as per the What You Require section of the Position Description. Applicants should also include a current curriculum vitae and the names and contact details of two referees, one of whom should be your current supervisor.

Applications should be submitted via the apply now button.

Contact Officer: Daniel Laundess (02) 6207 9800 Daniel.Laundess@act.gov.au

ACT Courts and Tribunal

Registrars Office (Magistrates Court)

Director and Deputy Registrar, Legal Magistrates Court

ACT Courts and Tribunal Legal 1 \$74,904 - \$147,293, Canberra (PN: 38490)

Gazetted: 29 January 2024

Closing Date: 12 February 2024

Details: The Director and Deputy Registrar, Magistrate's Court is responsible for conducting conferences in Family Violence and Personal Violence matters and working as a team with other conferencing staff within the Family and Personal Violence unit of the Magistrates Court. The role also has limited delegations as a Deputy Registrar of the Court and is responsible for the exercise of some statutory powers.

NOTE: The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. ACTCT provides support services and training to assist staff in being culturally aware, resilient, and safe in the workplace.

Under the direction of the Senior Director, Legal, the Director and Deputy Registrar, will:

Conduct preliminary conferences in family, personal violence and workplace protection matters and exercise limited jurisdiction of a Deputy Registrar of the Magistrates Court under the Court Procedure Rules 2006 (where delegated).

Maintain records and files in accordance with the Territories Records Act 2002.

Accurately record and communicate conference outcomes.

Support the development and implementation of programs, practice and procedure to support innovative and efficient operations of the ACTCT.

Provide legal and policy advice on questions of law or legal practice to staff within the ACTCT when requested.

Support the ACTCT in leadership, management and building the capacity and professionalism of the organisation.

Develop sound working relationships with a range of key stakeholders and represent the Court at inter-agency meetings, court user groups, professional bodies, and the Directorate or Whole-Of-Government working groups.

Eligibility/ Other Requirements:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Legal qualifications from an Australian tertiary institution/admission as a legal practitioner in an Australian state or territory.

Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory. Previous experience working in a court environment is highly desirable.

At least three years post-admission experience as a legal practitioner.

Accreditation under the National Mediation Accreditation System or ability in obtaining accreditation within a managed timeframe.

The successful candidate will be required to undergo a National Criminal History check.

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

How to Apply: Applicants should submit a pitch that addresses the Selection Criteria located in the Position Description. A current curriculum vitae and the names of the contact details of two current referees.

Applications should be submitted via the apply now button.

Contact Officer: Roisin Carmody (02) 6207 8317 Roisin.Carmody@courts.act.gov.au

Corporate

Capital Works and Infrastructure

Committee Secretariat Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 63985)

Gazetted: 29 January 2024

Closing Date: 12 February 2024

Details: Capital Works and Infrastructure are seeking motivated and enthusiastic people to fill role as an Secretariat Officers.

The Secretariat Officer will be responsible facilitating governance requirements for infrastructure projects, environmental projects and building compliance works in an operational environment.

They will also have sound judgement, professional resilience and personal drive and will be agile, responsible and contribute to a high performing team.

Note: This is a temporary position available immediately for a period of 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 has moved to a

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

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided using the STAR method where appropriate.

Applications should be submitted via the apply now button.

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support Act

Case Coordinator

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 41591, Several)

Gazetted: 25 January 2024

Closing Date: 8 February 2024

Details: The Case Coordinator supports the Victims of Crime Commissioner's functions under the Victims of Crime Act 1994 and Victims of Crime Regulation 2000 (the Regulation). Working within the Client Services Team, the Case Coordinator will be responsible for working with clients to promote their recovery from crime-related harm and ensure their rights are upheld in line with the Charter of Rights for Victims of Crime. This includes making initial contact with new clients, providing ongoing case coordination and advocacy in relation to a client's engagement with the justice system, monitoring the provision of brokered therapeutic services, and supporting clients to apply for financial assistance as victims of crime. VS ACT works with clients of all ages, backgrounds and identities, over half of whom seek support in the context of family, domestic and/or sexual violence.

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. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Eligibility/ Other Requirements:

Sound organisational skills, including the ability to manage and coordinate a high-volume workload of diverse client matters in a fast-paced environment with limited supervision.

Well-developed oral and written communication skills, including the ability to rapidly produce accurate workplace documents and engage sensitively and collaboratively with clients and other stakeholders.

The ability to work effectively and productively as part of a high-paced, cooperative team in an environment with exposure to traumatic content including homicide, sexual assault, and family violence.

The ability to work with a range of clients with complex needs, including Aboriginal and Torres Strait Islander clients, clients with a disability and clients from culturally and linguistically diverse backgrounds.

Note: A Merit List 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 carefully review the Position Description and provide a written pitch of no more than 2 pages.

In the written pitch, we encourage you to use specific examples that demonstrate how your skills and experience meet the Professional/Technical Skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements /Qualifications as outlined in the Position Description. You may choose to use these headings to structure your response. Please also provide a current curriculum vitae including the details of two referees, including your current supervisor.

Applications should be submitted via the Apply Now button.

Contact Officer: Kylie Woodward (02) 6207 9745 Kylie.Woodward@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support Act

Senior Case Coordinator

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 60770, Several)

Gazetted: 25 January 2024

Closing Date: 8 February 2024

Details: The Senior Case Coordinator supports the Victims of Crime Commissioner's functions under the Victims of Crime Act 1994 and Victims of Crime Regulation 2000 (the Regulation).

Working within the Client Services Team, the Senior Case Coordinator will be responsible for working with clients to promote their recovery from crime-related harm and ensure their rights are upheld in line with the Charter of Rights for Victims of Crime. This includes making initial contact with new clients, providing ongoing case coordination and advocacy in relation to a client's engagement with the justice system, monitoring the provision of brokered therapeutic services, and supporting clients to apply for financial assistance as victims of crime. The Senior Case Coordinator works with clients of all ages, backgrounds and identities, over half of whom seek support in the context of family, domestic and/or sexual violence.

In addition to these duties, the Senior Case Coordinator provides support to the Client Services Team Leaders as required, including supervision and support to less experienced staff, developing and maintaining positive working relationships with key stakeholders, and contributing to continuous improvement of service delivery.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Eligibility/ Other Requirements:

Excellent organisational skills, including the ability to effectively manage and coordinate a high volume of complex and time-sensitive work, determine priorities, and meet deadlines in a fast-paced environment.

Demonstrated high-level communication skills, including the ability to rapidly produce accurate workplace documents, engage sensitively and collaboratively with a range of clients and colleagues and develop and maintain relationships with other stakeholders.

Demonstrated experience in effectively contributing to a productive, cooperative team, including mentoring, and supporting others in an environment with exposure to traumatic content including homicide, sexual assault, and family violence.

Demonstrated ability to work with a range of clients with complex needs, including but not limited to Aboriginal and Torres Strait Islander clients, clients with a disability and clients from culturally and linguistically diverse backgrounds.

Note: A Merit List 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 carefully review the Position Description and provide a written pitch of no more than two pages.

In the written pitch, we encourage you to use specific examples that demonstrate how your skills and experience meet the Professional/Technical skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements/Qualifications as outlined in the Position Description. You may choose to use these headings to structure your response. Please also provide a current curriculum vitae including the details of two referees, including your current supervisor.

Applications should be submitted via the Apply Now button.

Contact Officer: Kylie Woodward (02) 6205 5197 Kylie.Woodward@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Senior Case Coordinator, Sexual Assault Legal Service

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 42392)

Gazetted: 25 January 2024

Closing Date: 8 February 2024

Details: The Women's Legal Centre ACT (WLC) and Victim Support ACT have partnered to deliver the ACT's first Sexual Assault Legal Service (SALS) pilot. SALS will provide trauma-informed legal services and case coordination to women, trans and non binary people and children who are victim/survivors of sexual assault.

The Senior Case Coordinator will deliver trauma informed, integrated case management support to victim survivors of sexual assault, in conjunction with legal professionals from the WLC. This support seeks to address the barriers to accessing and engaging with the criminal justice system and supporting and advocating for victim survivors in relation to their rights under the ACT Charter of Victims' Rights.

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. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Requests to work part time in this position will be considered.

Eligibility/Other requirements:

Demonstrated ability to deliver trauma-informed services to, and complex advocacy, for victims of sexual assault.

Demonstrated understanding, or ability to quickly acquire understanding, of the ACT criminal justice system and civil processes relating to family violence orders and personal protection orders.

Demonstrated knowledge of issues relating to victim engagement with the criminal justice system.

Note: A Merit List 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 carefully review the Position Description and provide a written pitch of no more than two pages. In the written pitch, we encourage you to use specific examples that demonstrate how your skills and experience meet the Professional/Technical Skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements /Qualifications as outlined in the Position Description. You may choose to use these headings to structure your response. Please also provide a current curriculum vitae including the details of two referees, including your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margie Rowe 6207 9296 margie.rowe@act.gov.au

Public Trustee and Guardian

Administrative Services Officer

Administrative Services Officer Class 3 \$72,889 - \$78,177, Canberra (PN: 42967, several)

Gazetted: 25 January 2024

Closing Date: 8 February 2024

Details: At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by acting as a guardian, a financial manager, as a trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 70 people, and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion all members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

PTG are seeking applications from motivated individuals interested in casual work opportunities across several PTG business units - Wills, Estates and Trusts, Financial Management Services and Governance and Corporate Unit. For further information regarding the services PTG provide, please see our website - Home - Public Trustee and Guardian (act.gov.au)

Suitability for these positions will be assessed based on your experience, skills, and knowledge relevant to the business units listed above. If there is a specific team you are interested in, please include this on your application. 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:

Similar experience in a related/relevant organisation/service is highly regarded however not essential.

WWVP is required on commencement.

Note: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. These are casual positions only. Roles may be filled based on operational requirements and the business needs of the organisation. Applicants will only be contacted if a vacancy arises that matches their skills and experience. There is no guarantee that an offer of casual employment will be made while an application remains in the applicant pool for a 12-month period.

How to Apply: Please provide the following:

A written statement of no more than one page demonstrating - Why you think you are suitable for this role? Please refer to the What you Require section on the attached position description.

Current curriculum vitae and contact details of two referees

Your availability 8:30am to 5:00pm Monday – Friday

There may be opportunity to work from home however initially due to the nature of casual work, successful candidates will be required to attend the office.

Applications should be submitted via the Apply Now button.

Contact Officer: Kiran Upadhyay (02) 6207 9800 Kiran.Upadhyay@act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 64054)

Gazetted: 25 January 2024

Closing Date: 8 February 2024

Details: Expressions of Interest (EOI) are sought for a newly created role of Senior Finance Officer position at the ACT Courts and Tribunal. The Courts Finance team are looking for an enthusiastic person, an analytical and dynamic thinker who can monitor and track progress of multiple financial tasks to meet tight deadlines and reporting requirements.

The Senior Finance Officer's primary role is to support a range of ad hoc, monthly and end of financial year accounting tasks and reporting deadlines. This role will require both management and financial accounting experience to provide quality analysis, forecasting, reporting and advice on a range of financial issues, financial performance and budget management.

This role will be pivotal in assisting the Senior Director Finance in maintaining the complex accounting requirements for the Public Private Partnership (PPP) and will require an advanced Excel skillset. This role will also assist the management accountant with the internal budget allocation, financial modelling, forecasting and reporting using the TM1 application.

The role will also have supervisory responsibilities and will oversee accounts payable, accounts receivable including banking processes, general ledger and trust account journals and reconciliations.

The role requires coordination of annual financial activities such as Insurance Returns, Trust reconciliations, Asset Stocktakes, Fringe Benefit Tax, Commonwealth annual reporting requirements. This role will involve research and analysis on financial data to provide evidence and forecasting methodology and contribute to the end of financial year process.

As the Senior Finance Officer you will collaborate across teams providing advice and support.

ABOUT YOU

The successful applicant will play a pivotal role in providing management and financial accounting functions.

This position will require a good working knowledge of the financial system; TM1. A good working knowledge of financial processes and the use of Oracle, APIAS, and/or TM1 is essential.

The successful applicant will have a good working knowledge of the Microsoft Office suite.

The position will appeal to a person who has good attention to detail, likes working in a busy office, can effectively communicate with internal and external clients, and can negotiate and interpret legislation and procedural guidance.

Note: This is a temporary position available immediately for a period up to 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: Applications are sought from potential candidates and should include the following:

a curriculum vitae, a personal pitch of no more than two pages and details of two referees (one of which being your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet the professional/technical skills, behavioural capabilities. Specific examples should be provided where appropriate.

You are encouraged to make contact with the Contact Officer for more information.

Applications should be submitted via the Apply Now button.

Contact Officer: Leanne Thomas (02) 6207 6539 Leanne.Thomas@Courts.act.gov.au

Major Projects Canberra

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

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

Property and Government Insourcing Group

ACT Property Group

Customer and Tenancy Management

Leasing and Property Support Officer

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 64281)

Gazetted: 31 January 2024

Closing Date: 14 February 2024

Details: This role suits someone with experience in property management and assisting with drafting and executing sub-leases and licenses. The role also involves liaising with colleagues, non-government and government organisations and doing administrative work that requires a high level of attention to detail. Working with the Director others in the team the person in this role provides support to both the Lease and Transaction Management and Customer Relationship Management teams to support the occupancy of ACT Property Group managed buildings. This role assists with managing customers in properties, enquires about leasing of ACT Property Group managed properties, drafting of new sub-leases, record keeping and data collation. To ensure a high-quality service, the occupant needs to have experience and expertise in public sector administration and/or commercial/community property administration.

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

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

Eligibility/Other requirements:

a current driver's licence (car)

Qualification/s (Certificate IV or higher) in Property Management, Commercial Real Estate, building trades or similar are highly desirable.

Note: 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 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: Christopher Farmer 0403 073 561 Christopher.Farmer@act.gov.au

Property and Government Insourcing Group

ACT Property Group

Estate and Procurement Management

Assistant Director, Strategic Estate Management

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 50968)

Gazetted: 31 January 2024

Closing Date: 14 February 2024

Details: The people in these roles are leaders within the Strategic Estate Management and Asset Initiatives team. This team is responsible for owner-side asset portfolio and project management, driving project delivery of both large and small scale projects and managing the owned estate. The Strategic Estate Management team has an overarching view on the buildings, develops and maintains asset registers and plans, forward plans asset upgrades, acquisition and disposal, strategic asset management and prepares the capital works program annually. The Asset Initiatives team develops, implements and monitors major maintenance and upgrades to the property portfolio. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements:

- Hold or have the capacity to obtain White Card and Asbestos Awareness.
- Hold a current driver's licence (car)
- Relevant industry or tertiary qualification/s is highly desirable.
- Holding or having the ability to obtain membership of a relevant professional organisation is desirable.

Note: 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:

1. A cover page indicating each trade speciality or role and level you are applying for.
2. 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:
 1. Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
 2. 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.
 3. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.
3. 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: Nathan Joseph Smith 0481 060 527 NathanJoseph.Smith@act.gov.au

Ministerial, Governance and Corporate Support

Ministerial, Governance and Corporate Support

Assistant Director, Records

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 64270)

Gazetted: 29 January 2024

Closing Date: 12 February 2024

Details: Are you a dynamic and skilled professional ready to take the reins of Major Project Canberra's (MPC) records management system? We are seeking an experienced and innovative Assistant Director, Records to lead our Electronic Document Records Management System (EDRMS) capability, ensuring compliance with the Territory Records Act 2002.

In this role, you will:

Develop and manage MPC's electronic strategic records management policies, practices, and programs, ensuring compliance with the Territory Records Act 2002.

Efficiently manage electronic record storage and disposal practices, optimising cost-effectiveness while adhering to best practice standards.

Create policies, procedures, and work instructions aligned with the Directorate's Governance Framework.

Monitor and report on the Directorate's compliance with records management and proactively develop strategies for improvement.

Build and maintain relationships with key stakeholders, Digital Records Services, and system vendors, representing MPC in whole-of-government forums.

Implement and manage a comprehensive training program on records management and deliver engaging training sessions.

Actively track and report project deliverables and budgets to senior managers and executives.

If you're ready to make a significant impact in managing MPC's records and contribute to the broader Corporate team outcomes, apply now to join our dynamic team. Take the next step in your career with Major Project Canberra!

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

Highly Desirable

Formal qualifications in the area of recordkeeping, as well as previous experience with and knowledge of electronic document record management systems (such as Objective) would be an advantage.

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 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: Nikki Pulford (02) 6205 5466 Nikki.Pulford@act.gov.au

Office of the Legislative Assembly

ACT Executive

Minister Vassarotti and Minister Rattenbury

Adviser

Adviser Level 1 (upper) \$86,909 - \$93,121, Canberra (PN: 50488)

Gazetted 25 January 2024

Closing Date: 07 February 2024

Details: The Electorate Officer will ensure that Minister Vassarotti and Minister Rattenbury are visible, active and known for their work on behalf of their constituents, both in their electorate, and more broadly on key portfolio areas that resonate with our community.

This role will be responsible for managing and responding to constituent correspondence and calls received in the two Ministerial Offices. This may include overlap with Ministerial responsibilities and will often require coordination with other Ministerial offices and Directorates.

This role will also have a strong focus on electorate outreach and engagement, ensuring the value and visibility of the Ministers is highlighted by fostering cross-office collaboration.

This position will be based in the Vassarotti Ministerial Office and be supervised by Minister Vassarotti's Chief of Staff.

Responsibilities

Key responsibilities of the role include:

- Promptly processing and engaging with electorate constituent correspondence received by Minister Rattenbury and Minister Vassarotti
- Providing tailored and personal engagement with constituents engaging with the Ministers, including developing an understanding of the local issues and ways in which Ministers as local members can engage and support their resolution.
- Providing constituent responses that reflect relevant policies, Directorate responsibilities and our values.
- Developing an engagement strategy including a local events calendar to support Ministers to be available and accessible to their constituents, while also contributing to broader visibility of their work across the general community.
- Applying a demonstrated commitment, or willingness, to implement principles and policies around ecological sustainability, social justice, peace and non-violence and grassroots participatory democracy.
- Other duties as directed.

Eligibility/ Other Requirements: Skills and Attributes

- A skilled, empathetic and disciplined communicator in writing and in person.
- Strong interpersonal and relationship-building skills informed by enjoying meeting new people, building networks and reaching out to establish new working relationships.
- Highly organised with the ability to manage logistics and produce a plan and track and report against progress.
- Well-developed personal judgement, the ability to work independently and manage multiple competing priorities and deliver to deadlines.
- Commitment to working in, and contributing to, a positive team culture.

Note: This position is part-time at (29:24) hours per week and the full-time salary noted above will be pro-rata. The successful candidate will be engaged under a Legislative Assembly Members' Staff contract, and other terms and conditions of employment are governed by the ACT Legislative Assembly Members' Staff Enterprise Agreement 2023 – 2026. It is not an ACT Public Service position. The position will be remunerated at Advisor Level 1 (Upper), \$86,909 plus 7% allowance and superannuation.

The role is based in the Legislative Assembly, however, given the need for a COVID-safe work environment, flexible arrangements will be supported where possible.

How to Apply: Applications should include a curriculum vitae, a one-page cover letter addressing the position requirements, and contact details of two referees. Please submit your application to Fiona Walls at fiona.walls@act.gov.au by 5pm Wednesday 7 February 2024.

For further information, please contact Imogen Ebsworth at imogen.ebsworth@act.gov.au or on 0401 126 956

Applications should be submitted to the Contact Officer.

Contact Officer: Imogen Ebsworth 0401 126 956 Imogen.Ebsworth@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

Development Delivery

Urban Development

Project Manager, Urban

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 35827)

Gazetted: 25 January 2024

Closing Date: 8 February 2024

Details: Are you interested in urban development and want to be part of a team delivering great places? The Suburban Land Agency is currently recruiting a Project Manager for its Urban team.

This role is in the Urban Development business unit which is responsible for urban releases and infill sites.

As a Project Manager in the Urban Development Team, this role will assist the Senior Managers and Directors in meeting delivery targets for land sales identified in the Indicative Land Release Program (ILRP).

Eligibility/ Other Requirements: HIGHLY DESIRABLE

Skills and experience in property and / or land development industry.

Understanding and / or experience in ACT Government procurement processes, the City Renewal Authority and Suburban Land Agency Act 2017 and the ILRP.

Tertiary qualifications or demonstrated experience in a related field such as: Project / Contract Management, Building and Construction Management, Property Law, Built Environment, Urban Design, Architecture, Landscape Architecture or Urban Planning.

General Construction Induction Card (White Card).

Asbestos Awareness Card.

Crystalline Silica Exposure Prevention Card.

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: 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.

Contact Officer: Rohan Burnside (02) 6207 9844 Rohan.Burnside@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 Group Manager City Operations Temporary Vacancy (1 March 2024 to 2 April 2024)

Transport Canberra and City Services

Executive Group Manager City Operations

Position: E581

(Remuneration equivalent to Executive Level 2.4)

Circulated to: ACTPS Senior Executive List

Date Circulated: 31 January 2024

Transport Canberra and City Services is seeking an experienced leader to fill the position of Executive Group Manager City Operations, commencing 1 March 2024 to 2 April 2024.

The Executive Group Manager, City Operations reports to the Deputy Director-General City Services and is responsible for providing leadership in the delivery of a wide range of services to the community.

The Executive Group Manager leads all teams responsible for the look of the city and its environs and associated compliance activities.

The Executive Group Manager represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations.

The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including project management, transport planning and services, policy, financial management, human resources, government, the wider community and business issues.

The Executive Group Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Director will also contribute to broader whole of service initiatives relating to workforce management and planning.

The Executive Group Manager will also have a key role in the research and development of innovative approaches for sustainable asset planning and maintenance.

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 \$358,414 - \$372,778 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$319,205.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Ken Marshall via email ken.marshall@act.gov.au by COB Wednesday 7 February 2024.
Contact Officer: Ken Marshall 6207 4418 ken.marshall@act.gov.au

City Services

ACT NoWaste

Service Delivery

Service Delivery Officer

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 00333)

Gazetted: 30 January 2024

Closing Date: 13 February 2024

Details: Details:

Looking for a chance to contribute to reducing waste generation and disposal in the ACT and helping to improve the sustainability and liveability of the Canberra region?

The Service Delivery Officer is part of a motivated team that is committed to delivering high quality waste and recycling services in the ACT. This includes managing the delivery of vital waste management and resource recovery services to the community through outsourced contracts.

As a Service Delivery Officer in ACT NoWaste, you will have strong liaison skills, a keen eye for detail, and the ability to think critically and strategically.

Tasks that you enjoy at work include building and maintaining strong working relationships, producing detailed and accurate reports, and getting out of the office to perform site audits and inspections at Territory waste management facilities. A core part of your role will be assessing contractor safety controls and environmental performance at waste facilities.

This ASO 6 role is ideal for someone who wants to grow and develop a diverse mix of administrative and field-based skillsets. The successful candidate will have the opportunity to move across teams and business areas.

No two days are the same as a Service Delivery Officer in ACT NoWaste!

Please see attached position description for further details of the duties to be undertaken and the required competencies.

Eligibility/Other Requirements: Compliance Requirements / Qualifications

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Driver's licence Class C is essential.

Qualifications relevant to the duties of the position and or work experience in a relevant field are highly desirable.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is 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 Selection Criteria from the Position Description in three pages or less.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashe Pepper 0481 069 356 ashe.pepper@act.gov.au

City Services

City Presentation

Licensing and Compliance

Manager, Land Use Operations

Administrative Services Officer Class 6 \$95,746 - \$109,072, Canberra (PN: 49504)

Gazetted: 30 January 2024

Closing Date: 13 February 2024

Details: Licensing and Compliance is seeking a highly motivated person to join the Public Land Use team. Licensing and Compliance

comprises of three teams: Land Use Licensing, City Rangers and Investigations.

The Land Use Licensing Team is responsible for administering the temporary use of public unleased land in the Territory, in accordance with the Public Unleased Land Act 2013 and the Planning Act 2023. The team works with the community and other government agencies to support activities, such as private and community events, construction and commercial operations.

This position joins an existing ASO6 manager position within the team, providing technical and administrative advice to the unit, and other stakeholders in relation to public land use, additionally coordinating the development of team members, as per attached Position Description.

Your responsibilities include:

Coordinate the approval and ongoing management of long term / complex public and commercial use, of unleased Territory land for example waste bin / charity bin permits, community facilities such as BMX tracks, long term temporary car parks, other long term permits (up to 3 years) where alternate land tenure arrangements are being finalised.

Prepare permit / licence agreements and associated conditions, in reference to legislation, stakeholder consultation outcomes and Governmental policy, for long term land use arrangements;

Manage a proactive monitoring, compliance and debt reporting program, associated with unapproved / approved public land use;

Develop and maintain electronic management systems, such as online bookings, payments and database systems, required to support the land use function;

Manage the Land Use team, day-to-day operations and HR matters in order to make best use of available resources. Provide an advisory role for the team on land use issues, as required;

promote a working environment which is conducive to team building, mutual support and cooperation amongst staff;

Provide input into the development of standard processes, legislation, policy and guidelines;

Provide input for Governmental responses, such as ministerial correspondence, reports etc. for long term / complex land use matters, as required;

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

How to Apply: Applications should include:

A two-page statement (Maximum), addressing the numbered Selection Criteria listed in the 'WHAT YOU REQUIRE' section of the Position Description.

A current curriculum vitae

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: Darren Gerrard (02) 6205 7245 Darren.Gerrard@act.gov.au

Transport Canberra and Business Services

Office of the Deputy Director-General

Executive Officer to the Deputy Director-General

Senior Officer Grade A \$162,291, Canberra (PN: 32510)

Gazetted: 29 January 2024

Closing Date: 5 February 2024

Details: The Office of the Deputy Director-General, Transport Canberra and Business Services is recruiting for the role of Executive Officer. The Executive Officer has a strategic focus, providing advice and support to the Deputy Director-General, working in a small and supportive team to deliver on the objectives of the Transport Canberra and Business Services portfolio. The successful candidate will be a positive, values-based leader who builds strong working relationships and is passionate about delivering quality services to the community.

The key deliverables of this role, undertaken with limited direction, include but are not limited to the following:

Provide high level advice to the DDG on strategic, administrative and operational matters as required and proactively identify upcoming issues that require the DDG's attention.

Ensure the statutory and business management aspects of the Division meet business needs and corporate governance guidelines.

Act as the Division point of contact and liaise with key stakeholders, and action requests to proactively ensure all communications and responses meet deadlines.

Manage and review high-level communications and correspondence to ensure the comprehensiveness and accuracy of written information.

Build and maintain productive relationships with key stakeholders and senior staff within the division and Directorate.

Represent the Deputy Director-General at various forums, internal and external, as required.

Eligibility/ Other Requirements:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Relevant tertiary qualifications and /or strong experience in business administration will be highly regarded for this role.

This position is a security assessed position and requires a national security clearance baseline level of Position of Trust 1 (PoV1) or the ability to satisfy the criteria required to attain this clearance level. Additional screening is required as part of a condition of engagement or ongoing condition of employment.

Please see attached Position Description for more information and the duties to be undertaken.

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

How to Apply: Applications need to include:

A supporting statement of maximum two pages outlining experience and/or ability and addressing the requirements for the points listed in What You Require in the attached Position Description
contact details of two referees; and
a current curriculum vitae .

Selection may be based on application and referee reports only.

For further information on this opportunity, please contact Ben McHugh on 6205 4105.

Applications should be submitted via the apply now button.

Contact Officer: Ben McHugh (02) 6205 0235 Ben.McHugh@act.gov.au

Transport Canberra Business Services

Libraries ACT

Dickson Library

Library Coordinator

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 22144)

Gazetted: 29 January 2024

Closing Date: 3 February 2024

Details: Are you passionate about delivering outstanding customer service? Are you a people person who enjoys nothing more than working hard and working with others to achieve goals?

Then we want to hear from you.

Libraries ACT is on the hunt for a customer-focused superstar to join our team!

As a branch within Transport Canberra 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 every-changing city and our genuine commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences.

Library Coordinators fill an important supervisory and Officer in Charge role within public library branches. This involves overseeing and coordinating the work of a branch-based team to ensure branches are operating effectively in delivering services, programs, and information to customers. They also take an active interest in building capability and performance of branch staff.

It can be full-on, but the reward you get from stretching yourself and realising the impact you make has value.

Every day you spend working in the library is another step towards making Canberra a better and more prosperous place.

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:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

Note: 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.

Libraries ACT operate seven days a week and so this is a rostered position requiring weekday and weekend shifts. This position is mobile and position holders will routinely move between branches in their region and at times across the service if required.

How to Apply: Let us know why you are the best person for this role. To do so, please provide:

We are excited to learn more about how you can be our next customer-focused super star! Please share your skills and experience with us by addressing the Selection Criteria in a two-page document.

A curriculum vitae including the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ravindu Fonseka (02) 6207 5393 Ravindu.Fonseka@act.gov.au

City Services

Infrastructure Delivery and Waste

ACT NoWaste

Executive Assistant

Administrative Services Officer Class 5 \$89,114 - \$94,120, Canberra (PN: 34228)

Gazetted: 25 January 2024

Closing Date: 15 February 2024

Details: Do you love to be organised? ACT NoWaste is seeking an experienced, self motivated Executive Assistant to join our busy team. Responsibilities of the position include: diary management, co-ordination of meetings, correspondence and briefs, consolidation of responses for internal and external reporting, and maintaining efficient and effective office systems. The position also provides administrative support to the wider ACT NoWaste team. The position would suit an agile, motivated and customer focused person, with great attention to detail, a commitment to quality customer service, and the ability to exercise sound judgement, flexibility, tact and discretion.

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:

Previous experience as an Executive Assistant would be highly regarded.

ACT NoWaste currently operates under hybrid working conditions, but there is an expectation that the successful candidate has the ability to be present in the Dickson Office when required.

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

How to Apply: To apply, please submit your curriculum vitae and a written a response of no more than three pages, discussing your experience and aptitudes against each of the Selection Criteria. Please take into consideration the "What You Require" section outlined in the Position Description when addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Cox (02) 6205 9998 Belinda.Cox@act.gov.au

City Services

Development Coordination Branch

Design Review and Asset Acceptance

Landscape Architect

Infrastructure Officer 2 \$95,860 - \$109,755, Canberra (PN: 50162)

Gazetted: 25 January 2024

Closing Date: 1 February 2024

Details: The primary responsibilities for this position are to assess a wide range of planning and design submissions and provide technical responses against design standards, codes, guidelines and policies, particularly on landscape elements, within given timeframes. This includes liaison with various Government entities and private consultants.

This role will be a suitably qualified Landscape Architect (or equivalent) and requires a person who can inspire, energise and positively influence team and individual outcomes. The role, whilst not a supervisory role, may at times include supervising, managing and motivating a small team and providing appropriate support and guidance.

This position requires a strong team player with an outcomes focused attitude to assist in successfully delivering consistent and positive outcomes for both TCCS and a desire to achieve customer service excellence. The ideal candidate will possess the ability to work autonomously in an activity-based working (ABW) environment and remain focused on timely delivery of assessments and strive to foster positive working relationships with both internal and external stakeholders.

Eligibility/Other requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree or have significant building or Infrastructure knowledge and/or project management experience.

Driver's licence (C-Class) is essential.

Note: This is a temporary position available immediately until 29 July with the possibility of extensions up to 12 months.

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

How to Apply: Please provide a response of no more than two pages, addressing the Selection Criteria in the Position Description, a recent Curriculum Vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lingam Jatheendran (02) 6207 6592 Lingam.Jatheendran@act.gov.au

Infrastructure Delivery and Waste

Infrastructure Delivery

Project Manager -Landscape Architect/ Architect

Infrastructure Officer 3 \$119,862 - \$131,232, Canberra (PN: 17933)

Gazetted: 29 January 2024

Closing Date: 19 February 2024

Details: Infrastructure Delivery (ID) is responsible for the delivery of the Transport Canberra and City Services (TCCS) Capital Works program on behalf of Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and other business area within the Directorate. We deliver infrastructure and public spaces that respond to community needs, seeking creative and innovative solutions to support effective delivery. This includes (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

We are a highly engaged and supportive team with a drive to achieve excellence in the delivery of public infrastructure for the ACT community. We seek opportunities for skills improvement and knowledge sharing across our teams, and with our delivery partners.

The Project Manager is responsible for the planning, design scope, procurement and execution of key urban and landscape design capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community. It is desirable to have experience in Landscape or Urban realm projects.

The positions primary responsibilities are to:

Develop and effectively project manage multiple capital works projects with a focus on urban and landscape design, through the engagement of ACT Government delivery agencies, consultancies and / or contractors.

Develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

Application of well-developed skills in project management and urban realm/ landscape design to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within ID. These skills will include, guiding landscape/ public realm design, project planning, project budget management and legislative approvals.

Please see attached Position Description for details of the duties to be undertaken.

Eligibility/Other Requirements: Applicants must hold a relevant professional qualification in Landscape Architecture, Architecture or Project Management or accreditation with a professional body recognised within

Australia; or hold a relevant building degree; or have significant urban and landscape design, building or Infrastructure knowledge and/or project management experience.

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

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

How to Apply: Applicants must provide a response (maximum of one page per criteria) addressing the Selection Criteria as per the attached Position Description, highlighting how your skills and experience are relevant to the responsibilities within the role. Applications should also include a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Hauzer (02) 6207 1612 Angela.Hauzer@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

Investigations

Assistant Director, Legal Policy

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 64293)

Gazetted: 30 January 2024

Closing Date: 13 February 2024

Details: Are you a strong communicator with legal and policy analysis skills looking for work that positively impacts the lives of ACT workers? WorkSafe ACT is a fully independent office headed by the Work Health and Safety 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.

Legislation shapes almost all the work that WorkSafe ACT does. As such an important part of our agency, we have a permanent vacancy for a motivated and highly organised professional to fill the role of Assistant Director – Legal Policy within our Investigations team. The Assistant Director will manage the agency's regulatory advisory body (Case Management Panel) and provide advice on policy and legislative matters, develop a variety of guidance material, and prepare materials and liaise with the Director of Public Prosecutions.

You'll work across all areas of the agency, covering the breadth of legislation that WorkSafe ACT oversees, including work health and safety, dangerous substances, long service leave, workers' compensation, and labour hire licensing. This role will work closely with inspectors and other policy officers to ensure we provide accurate and fit-for-purpose compliance and enforcement activities and advice to our stakeholders.

The role requires someone with strong legal interpretation and analysis skills, well-developed communication and interpersonal skills and the ability to work flexibly within a team environment under limited direction. This work will also require someone with strong attention to detail, including the ability to exercise good judgement in a variety of situations.

If this sounds like you, apply now!

Eligibility/Other Requirements: Knowledge of work health and safety or workers' compensation laws and related legislation is highly desirable. Tertiary qualifications (or partial completion) or extensive experience in law or a related area is highly desirable.

Note: A merit pool may be established to fill identical vacancies at level over the next 12 months. Selection may be based on referee reports and written application 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: Applications are sought from potential candidates and should include a supporting pitch of no more than two pages addressing the position capabilities listed under the 'Ideal Candidate' section of the Position Description. Applicants should also provide a curriculum vitae and the names of two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Towers 6205 1923 sarah.towers@worksafe.act.gov.au

WorkSafe ACT

WorkSafe ACT

HR and Corporate

Corporate Support Officer

Administrative Services Officer Class 4 \$80,535 - \$86,909, Canberra (PN: 54921)

Gazetted: 29 January 2024

Closing Date: 12 February 2024

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the Work Health and Safety Act 2011 (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

We have an exciting temporary vacancy up to 12 months with possibility of permanency for a vibrant and energetic individual to fill the role of Corporate Support Officer within our Human Resource (HR) and Corporate Team. The HR and Corporate team are a small yet efficient team who work together closely to provide a high level of HR and office support functions to ensure the agency continues to meet its operational priorities.

This position plays a key role in facilitating and coordinating a range of office support functions including managing ICT hardware requests, fleet management, facilities maintenance requests, building access and stationery.

You will have a demonstrated ability to self-manage and determine priorities and will be a team player.

If this sounds like you, we encourage you to apply!

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A Merit Pool may be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on written 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: 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 capabilities listed under 'Ideal Candidate' 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.

Contact Officer: Penelope Parker (02) 6207 9819 Penelope.Parker@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Registered Nurse Level 2 \$100,957 - \$107,000

Janet Hose, Section 68(1), 30 January 2024

Administrative Services Officer Class 5 \$89,114 - \$94,120

Kimberley Swords, Section 68(1), 1 February 2024

Senior Officer Grade C \$119,595 - \$128,465

Eva Zhang, Section 68(1), 25 January 2024

Registered Nurse 1 \$72,698- \$97,112

Shirin Bahrami, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Joanna Glyde, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Mani Bidha, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Kayla Brown, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Victoria Crowe, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Lola D'Ambrosio, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Nikki Kayatz Monahan, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Charlotte Lovell, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Holly Murrell, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Maria Ines Tascheret, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Matthew Taylor, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Clare Campbell, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Pooja Upadhyay, Section 68 (1), 5 February 2024

Registered Nurse 1 \$72,698- \$97,112

Cassandra Moran, Section 68 (1), 5 February 2024

Canberra Health Services

Health Professional Level 1 \$66,285 - \$86,842

Zoe Alcorn, Section 68(1), 30 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Hannah Black, Section 68(1), 30 January 2024

Health Professional Level 2 \$70,679 - \$97,028

Erin Bradley, Section 68(1), 29 January 2024

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Dylan Busst, Section 68(1), 1 March 2024

Administrative Services Officer Class 3 \$72,889 - \$78,177

Emerald Cahill, Section 68(1), 5 February 2024

Health Professional Level 1 \$66,285 - \$86,842

Jessica Pintaree Chadakorn, Section 68(1), 30 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Chaozi Chen, Section 68(1), 30 January 2024

Health Professional Level 2 \$70,679 - \$97,028

Jingwei Cheng, Section 68(1), 31 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Belinda Anne Ding, Section 68(1), 30 January 2024

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Lucy Anne Erickson, Section 68(1), 31 January 2024

Administrative Services Officer Class 4 \$80,535 - \$86,909

Vanessa Fallace, Section 68(1), 15 February 2024

Registered Midwife Level 1 \$72,698 - \$97,112

Lauren Filmer, Section 68(1), 8 February 2024

Health Professional Level 1 \$66,285 - \$86,842

Sara Imani, Section 68(1), 30 January 2024

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Reece Jansen, Section 68(1), 30 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Elise Kathryn Jay, Section 68(1), 30 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Isabella Kadi, Section 68(1), 30 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Katerina Katsanevakis, Section 68(1), 30 January 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Sumitra Khatri, Section 68(1), 1 February 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Siby Kuttinal Peter, Section 68(1), 4 March 2024

Radiation Therapist Level 2 \$73,662 - \$101,811

Morgan Lisle, Section 68(1), 29 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Euan Karsen Lloyd, Section 68(1), 30 January 2024

Health Service Officer Level 3/4/5 \$55,350 - \$63,169

Miki McCamley, Section 68(1), 29 January 2024

Health Professional Level 2 \$70,679 - \$97,028

Karl Meehan, Section 68(1), 31 January 2024

Senior Officer Grade C \$119,595 - \$128,465

Joanna Mills, Section 68(1), 29 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Lucy Molenkamp, Section 68(1), 30 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Gemma Maree Morris, Section 68(1), 30 January 2024

Administrative Services Officer Class 5 \$89,114 - \$94,120

Reeion Murray, Section 68(1), 31 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Jessica Nguyen, Section 68(1), 30 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Hannah Kate Nolan, Section 68(1), 30 January 2024

Registered Nurse Level 1 \$72,698 - \$97,112

Uyi-Osa Odimegwu, Section 68(1), 19 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Courtney Perry, Section 68(1), 30 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Kian Prammer, Section 68(1), 30 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Samuel Purcell, Section 68(1), 30 January 2024

Administrative Services Officer Class 2/3 \$64,744 - \$78,177

Kathryn Sakora, Section 68(1), 1 February 2024

Health Professional Level 1 \$66,285 - \$86,842

Holly Silm, Section 68(1), 30 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Nicola Spiller, Section 68(1), 30 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Isabelle Tidd, Section 68(1), 30 January 2024

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Sarah Warner, Section 68(1), 29 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Pui Yi Wong, Section 68(1), 30 January 2024

Health Professional Level 1 \$66,285 - \$86,842

Laura Clifton, Section 57 (1), 30 January 2024

Canberra Institute of Technology

Senior Officer Grade C \$119,595 - \$128,465

Caroline Petrelli, Section 68(1), 31 January 2024

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$72,889 - \$78,177

Jordan Charles, Section 68(1), 22 January 2024

Administrative Services Officer Class 4 \$80,535 - \$86,909

Gregory Fatiaki, Section 68(1), 30 January 2024

Administrative Services Officer Class 3 \$72,889 - \$78,177

Michelle Johnston, Section 68(1), 23 January 2024

Administrative Services Officer Class 5 \$89,114 - \$94,120

Zihao Li, Section 68(1), 19 January 2024

Administrative Services Officer Class 4 \$80,535 - \$86,909

Adrian Natera, Section 68(1), 30 January 2024

Senior Officer Grade B \$140,226 - \$157,418

Andrew Phelan, Section 68(1), 29 January 2024

Administrative Services Officer Class 3 \$72,889 - \$78,177

Jacqueline Tierney, Section 68(1), 22 January 2024

Senior Officer Grade C \$119,595 - \$128,465

David Wyett, Section 68(1), 29 January 2024

Community Services

Youth Worker 1 \$68,685 - \$73,920

Frank Ah-Kuoi, Section 68(1), 30 January 2024

Senior Officer Grade C \$119,595 - \$128,465

Lil Bryant-Johnson, Section 68(1), 6 February 2024

Health Professional Level 1 \$66,285 - \$86,842

Enya Caffarelli, Section 68(1), 29 January 2024

Administrative Services Officer Class 6 \$95,746 - \$109,072

Sarah Carter, Section 68(1), 29 January 2024

Child and Youth Protection Professional Level 2 \$82,312 - \$109,592

Sara George, Section 68(1), 22 January 2024

Child and Youth Protection Professional Level 1 \$77,758 - \$96,570

Monique Lawrence, Section 68(1), 30 January 2024

Education

Administrative Services Officer Class 4 \$80,535 - \$86,909

Branden Disney, Section 68(1), 23 January 2024

School Assistant 2/3 \$53,566 - \$64,989

Christine Dwyer, Section 68(1), 27 January 2024

School Assistant 4 \$72,353 - \$78,207

Noelia Grech, Section 68(1), 27 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Jake Hadley, Section 68(1), 31 January 2024

Administrative Services Officer Class 3 \$71,139 - \$76,427

Lauren Henry, Section 68(1), 27 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Molly Ryan, Section 68(1), 27 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Shayla Tarrant, Section 68(1), 26 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Samuel Heffernan, Section 68(1), 27 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Bonnie Brewer, Section 68(1), 27 January 2024

School Assistant 2/3 \$55,054 - \$66,477

Kerry Macneil, Section 68(1), 27 January 2024

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$95,746 - \$109,072

Jennifer Bird, Section 68(1), 11 January 2024

Park Ranger 2 \$80,535 - \$86,909

James Parker, Section 68(1), 31 January 2024

Justice and Community Safety

Administrative Services Officer Class 5 \$89,114 - \$94,120

Darakhshan Baig, Section 68(1), 29 January 2024

Administrative Services Officer Class 6 \$95,746 - \$109,072

Meg Diggle, Section 68(1), 29 January 2024

Administrative Services Officer Class 4 \$80,535 - \$86,909

Bradley Eggins, Section 68(1), 23 January 2024

Senior Officer Grade C \$119,595 - \$128,465

Olivia McHugh, Section 68(1), 29 January 2024

Correctional Officer Class 1 \$73,645 - \$87,142

Cassandra Poole, Section 68(1), 29 January 2024

Major Projects Canberra

Senior Officer Grade A \$162,291

Darko Grbic, Section 68(1), 2 February 2024

Administrative Services Officer Class 5 \$89,114 - \$94,120

Abdullah Nadeem, Section 68(1), 29 January 2024

Transport Canberra and City Services

Technical Officer Level 4 \$95,746 - \$109,072

Paul Brookbanks, Section 68(1), 31 January 2024

Infrastructure Officer 3 \$119,862 - \$131,232

Krishna Chaulagain, Section 68(1), 15 January 2024

General Service Officer Level 5/6 \$63,828 - \$69,893

Justin Faella, Section 68(1), 1 February 2024

General Service Officer Level 5/6 \$63,828 - \$69,893

Mathew Macpherson, Section 68(1), 5 February 2024

TRANSFERS

ACT Health

Lauren Needham

From: Medical Imaging 2 \$70,679 - \$97,028

TCH

To: Medical Imaging 2 \$70,679 - \$97,028

North Canberra Hospital (PN. 600834) (Gazetted 23 Nov 2023)

Canberra Health Services

Alison Powell

From: Registered Nurse Level 1 \$97,112

Canberra Health Services

To: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 52911) (Gazetted 29 June 2023)

Lewis Rippon

From: Health Professional Level 2 \$89,340

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 25539) (Gazetted 16 November 2023)

Education

Danielle Hoogland

From: School Leader B \$140,226

Education

To: Senior Officer Grade B \$140,226 - \$157,418

Education, Canberra (PN. 33861) (Gazetted 5 June 2023)

William Huxley

From: Building Service Officer 3 \$77,681 - \$81,886

Education

To: Building Service Officer 3 \$77,681 - \$81,886

Education, Canberra (PN. 56835) (Gazetted 8 November 2023)

PROMOTIONS

Canberra Health Services

Clinical Services

Emily Afele

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. 43062) (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.

Allied Health

Varuna Banga

From: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 58511) (Gazetted 15 November 2023)

Clinical Services

Jasmine Johnson

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Canberra Health Services

To: Administrative Services Officer Class 6 \$95,746 - \$109,072

Canberra Health Services, Canberra (PN. 58175) (Gazetted 10 January 2024)

Infrastructure and Health Support Services

Yvonne Noakes

From: Registered Nurse Level 3.2 \$130,846

Canberra Health Services

To: †Senior Officer Grade B \$140,226 - \$157,418

Canberra Health Services, Canberra (PN. 45695) (Gazetted 25 January 2023)

Clinical Services

Prity Rajbhandari

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 52419) (Gazetted 5 December 2023)

Infrastructure and Health Support Services

Thomas Robert

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

Canberra Health Services

To: †Senior Officer Grade B \$140,226 - \$157,418

Canberra Health Services, Canberra (PN. 54150) (Gazetted 25 January 2023)

Medical Services

Janita Singh

From: Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)

Canberra Health Services

To: Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 31394) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with ACT Public Sector Health Professional Enterprise Agreement 2021-2022 section C6.

Chief Minister, Treasury and Economic Development

Procurement ACT

Policy and Capability

Systems and Reporting

Leana Vivarelli

From: Senior Officer Grade B \$140,226 - \$157,418

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$140,226 - \$157,418

Chief Minister, Treasury and Economic Development, Canberra (PN. 32257) (Gazetted 3 October 2023)

Community Services

Children, Youth and Families

CYPS Operations

Alicia Rolfe

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Community Services

To: Child and Youth Protection Professional Level 1 \$77,758 - \$96,570

Community Services, Canberra (PN. 11391) (Gazetted 13 November 2023)

Education

North/Gungahlin

Franklin School

Karen Cossins

From: Classroom Teacher \$79,108 - \$117,538

Education

To: School Leader C \$135,383

Education, Canberra (PN. 30930) (Gazetted 16 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.

Office of Schools

Tuggeranong Network

Lake Tuggeranong College

Carlene Marr

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Education

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Education, Canberra (PN. 22662) (Gazetted 13 December 2023)

School Improvement

South/Weston

The Woden School

Keshap Muktan

From: Cleaning Services Officer 2 \$57,923 - \$59,949

Education

To: Administrative Services Officer Class 4 \$80,535 - \$86,909

Education, Canberra (PN. 63703) (Gazetted 23 November 2023)

Justice and Community Safety

Corporate

Strategic Finance

Shwu Leow

From: Senior Officer Grade C \$119,595 - \$128,465

Justice and Community Safety

To: †Senior Officer Grade B \$140,226 - \$157,418

Justice and Community Safety, Canberra (PN. 63623) (Gazetted 9 November 2023)

Corporate

Capital Works and Infrastructure

Daniel Pegram-Jeux

From: Administrative Services Officer Class 4 \$80,535 - \$86,909

Justice and Community Safety

To: Administrative Services Officer Class 5 \$89,114 - \$94,120

Justice and Community Safety, Canberra (PN. 17381) (Gazetted 13 December 2023)

ACT Corrective Services

Offender Reintegration

Nicole Purcell

From: Registered Nurse Level 4.3 \$149,388

Canberra Health Services

To: †Health Professional Level 5 \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 59990) (Gazetted 1 February 2024)

ACT DPP

Legal

Legal

Mark Wadsworth

From: Prosecutor Associate \$80,535 - \$82,894

Justice and Community Safety

To: †Prosecutor Grade 1 - 2 \$87,158 - \$134,264

Justice and Community Safety, Canberra (PN. 43758) (Gazetted 8 June 2023)

Transport Canberra and City Services

City Services

ACT NoWaste

Waste Regulation

Michelle Glaznieks

From: Administrative Services Officer Class 6 \$95,746 - \$109,072

Transport Canberra and City Services

To: †Senior Officer Grade C \$119,595 - \$128,465

Transport Canberra and City Services, Canberra (PN. 41135) (Gazetted 6 December 2023)

Worksafe ACT

WorkSafe ACT

WorkSafe ACT

Compliance and Enforcement

Matthew Davis

From: Senior Officer Grade B \$140,226 - \$157,418

Worksafe ACT

To: †Senior Officer Grade A \$162,291

Worksafe ACT, Canberra (PN. 53115) (Gazetted 30 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.

WorkSafe ACT

WorkSafe ACT

Finance

Kang Liu

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

Worksafe ACT, Canberra (PN. 47096) (Gazetted 8 November 2023)

CORRIGENDA

Chief Minister, Treasury and Economic Development

The below promotion gazetted on 18/01/2024 has been cancelled:

Office of Industrial Relations and Workforce Strategy

ACT Property Group

Finance and Systems

Yu Tian

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Major Projects Canberra

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development, Canberra (PN:58915) (Gazetted 15/11/2023)