



ACT Government Gazette

Gazetted Notices for the week beginning 12 August 2021

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>

Information Management Hub

Senior Submission Developer

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 29390)

Gazetted: 16 August 2021

Closing Date: 30 August 2021

Details: The Information and Data Management Branch (IDM) of the Digital Solutions Division (DSD) is looking for an enthusiastic individual who can work on the National Cost Data Collection submission (NHCDC). The ideal candidate will possess the ability to work collaboratively with staff and stakeholders, maintaining positive working relationships to deliver on the organisation's strategic objectives. The Senior Submission Developer in the External Submissions team will be responsible for preparing the NHCDC submission, engaging with stakeholders from the health services to ensure that the NHCDC submission is prepared and submitted as per the guidelines from Independent Hospital Pricing Authority. The IDM within the DSD is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance, and NHCDC data. IDM also manages the Directorate's relationships with the national data agencies. It also is responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT. ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who Identify as LGBTIQ are encouraged to apply.

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

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

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Prathima Karri (02) 5124 9353 Prathima.Karri@act.gov.au

Digital Solutions Division

Technology Operations

Various

Director

Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52728, several)

Gazetted: 13 August 2021

Closing Date: 27 August 2021

Details: Are you an ICT professional that has experience working within a diverse, fast-paced environment? Are you up for a challenge? Do you have experience managing ICT systems and/ or infrastructure? Do you want to lead a team of absolute rock stars to ensure a range of clinical and administrative systems are adequately supported throughout their life cycle? The Digital Solutions Division (DSD) within ACT Health is looking to hire several suitably qualified and energetic individuals to assist us to plan, direct and coordinate several ICT projects. You will be responsible for a team that will manage the operational capability of systems and infrastructure across the entire Health environment for Canberra. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

Eligibility/Other Requirements: This role requires you to obtain and maintain an Australian Government NV1

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

Notes: These are temporary positions available for 12 months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

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

Digital Solutions Division

Technology Operations

Clinical and Administrative Systems Hub

Senior Systems Support Officer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 44464, several)

Gazetted: 12 August 2021

Closing Date: 26 August 2021

Details: Are you an ICT Professional with proven experience working in a diverse, fast-paced environment? Are you up for a challenge? Do you have experience supporting ICT systems or infrastructure? Do you want to work with a team of absolute rock stars responsible for supporting and maintaining ACT Health's broad swathe of systems that support the ACT public health system? The Digital Solutions Division within ACT Health is looking to hire several suitably qualified and energetic individuals as Systems Support Officers in the Technology Operations Branch. The Systems Support Officer will be responsible for the operational support of assigned system/s and infrastructure used by ACT Health, Canberra Health Services and Calvary Public Hospital Bruce, including providing technical support services to ACT Health project teams and undertaking technical or other project tasks.

Eligibility/Other Requirement:

Highly desirable

Qualifications in ITIL or experience working in an ITIL environment would be an advantage but not essential. Be available to work on an out-of-hours roster to support the 24/7 critical nature of the Health systems' environment. All ACT employees are required to undergo employment screening. However, if you are selected for this position you will be required to gain and maintain a Negative Vetting Level 1 National Security Clearance. If the screening is not successful, your employment in the role will not commence or, if already commenced, will be reassessed. This role is required to undergo a pre-employment National Police Check.

Note: These are temporary position's available from 30 August 2021 up until 29 August 2022 with a possibility of an extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button.

Contact Officer: Kevin Landale (02) 5124 9045 kevin.landale@act.gov.au

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: 44280)

Gazetted: 12 August 2021

Closing Date: 26 August 2021

Details: The Office of the ACT Chief Nursing and Midwifery Officer has an exciting opportunity for a motivated, goal-oriented, team focused leader with a nursing, midwifery, or administrative background to fill the position of Senior Director. This position reports directly to the ACT Chief Nursing and Midwifery Officer with key responsibilities in operational function and business continuity of the Office. You will be innovative, enthusiastic, strategically focused, and be able to deliver timely, cost-effective, and quality solution-focused initiatives for the Office. You will be responsible for managing the administrative staff and for the coordination of key activities of the Office. The Senior Director is also responsible for building strong relationships with key stakeholders and

supporting the priorities of the ACT Health Directorate. We invite your application for this position if you:

- Demonstrate financial, management, governance, and risk management capabilities in a senior leader capacity.
- Are highly skilled in government processes and document writing.
- Are highly motivated in achieving milestones and government commitments.
- Drive business development and continuous improvement.
- Are highly articulate, motivated, and have the ability to achieve results.

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: Holds undergraduate and/or postgraduate tertiary qualifications in business, human resource or project management is highly desirable. At least three years' experience in senior management or leadership position in a business, nursing and midwifery, or government context.

Undergo a pre-employment National Police check.

How to Apply: Applicants are asked to submit a curriculum vitae and provide a pitch (no more than two pages), using the Position Description as a guide, to outline your Skills, Knowledge and Experience to tell us why you are the ideal candidate for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Dombkins (02) 5124 9628 Anthony.Dombkins@act.gov.au

Corporate and Governance

Governance and Risk

Audit, Risk and Procurement

Senior Director, Audit, Risk and Procurement

Senior Officer Grade A \$153,041, Canberra (PN: 52527)

Gazetted: 12 August 2021

Closing Date: 22 August 2021

Details: An exciting opportunity exists in the ACT Health Governance and Risk Branch providing critical enabling and accountability functions within the ACT Health Directorate. We are looking for a highly motivated individual to lead and manage the Audit, Risk and Procurement section. The successful candidate will have a strong understanding of public sector governance and the proven ability to deliver contemporary governance and reporting systems that support compliance and accountability. They will have excellent communication and engagement skills and be experienced in providing accurate and high quality governance advice and support to business units and senior staff.

How to Apply: To apply please submit a response of no more than two pages that addresses the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqui Bear (02) 5124 9426 jacqui.bear@act.gov.au

Corporate and Governance

Governance and Risk

Reporting and Compliance

Senior Director, Compliance and Reporting

Senior Officer Grade A \$153,041, Canberra (PN: 52526)

Gazetted: 12 August 2021

Closing Date: 22 August 2021

Details: An exciting opportunity exists in the ACT Health Governance and Risk Branch providing critical enabling and accountability functions within the ACT Health Directorate. We are looking for a highly motivated individual to lead and manage the Compliance and Reporting section. The successful candidate will have a strong understanding of public sector governance and the proven ability to deliver contemporary governance and reporting systems that support compliance and accountability. They will have excellent communication and engagement skills and be experienced in providing accurate and high quality governance advice and support to business units and senior staff.

How to Apply: To apply please submit a response of no more than two pages that addresses the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your

curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqui Bear (02) 5124 9426 jacqui.bear@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Clinical Governance and Quality Unit

Clinical Incident and Consumer Feedback Manager

Senior Officer Grade C, \$111,887 - \$120,436, Canberra (LP8189)

Gazette Date: 17 August 2021

Closing Date: 26 August 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16503

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Louise Botha (02) 6201 6513

Calvary Public Hospital Bruce

Obstetrics and Gynaecology

Senior Registrar

Senior Registrar \$154,436, Canberra (LP6710)

Gazette Date: 12 August 2021

Closing Date: 25 August 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16481

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Miffany Callan (02) 6201 6798 miffany.callan@calvary-act.com.au

Calvary Public Hospital Bruce

Pharmacy

Project Pharmacist Level 4

Pharmacist Level 4 \$118,525 - \$127,598, Canberra (LP6713)

Gazette Date: 12 August 2021

Closing Date: 31 August 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16453

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Emily Diprose (02) 6201 6269 emily.diprose@calvary-act.com.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

Rehabilitation, Aged and Community Services

University Of Canberra Hospital

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 48036, several)

Gazetted: 16 August 2021

Closing Date: 26 August 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

The Division of Rehabilitation, Aged and Community Services is seeking highly motivated experienced registered nurses with exceptional communication and care delivery skills for an exciting opportunity to open a new Ward at the University of Canberra Hospital. The successful applicants will play an important role in supporting the ward manager and junior staff to establish high standards and accountabilities. Cotter Ward will provide rehabilitation support for patients with limited tolerance or ability to participate in a full rehabilitation program. Successful applicants must be available to work a rotating roster and work across both Canberra Hospital and University of Canberra Hospital campuses if/when required.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness. The main priorities of the Clinical Development Nurse are to coordinate education and promote a learning culture within UCH. As part of the model of care for UCH, the clinical staff will have a more active role in the first response team. As the CDN you will be a part of the first response team when required and assist in ensuring the relevant staff have Intermediate Life Support skills and knowledge to effectively participate in this team. The successful applicant will have an understanding of the principles of rehabilitation nursing, however will be supported by the Clinical Nurse Educator and Multi-disciplinary team.

ABOUT YOU

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

Position Requirements/Qualifications:

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

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

Mandatory:

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

Desirable:

Certificate IV in Training and Assessment (Cert IV is not required upon application; however successful completion is required upon 12 months of employment).

Current drivers licence.

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

undergo a pre-employment National Police check.

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

Contact Officer: Maria Harman 0461 634 639 maria.harman@act.gov.au

Surgery

Intensive Care Unit

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 32857, several)

Gazetted: 12 August 2021

Closing Date: 26 August 2021

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POSITION OVERVIEW

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The Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within CHS. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

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

Ability to work a flexible rotating roster

High level communication skills

Position Requirements/Qualifications:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of 12 months experience working professionally in a hospital based critical care environment. Post Graduate Certificate in Critical care nursing is desirable

The successful applicant will need to be available for weekend and a rotating roster of Morning, Evening and Night shifts.

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

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

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

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

Undergo a pre-employment National Police Check.

Notes: These are temporary positions available for 12 months with the possibility of extension.

Contact Officer: Amanda McCarthy (02) 5124 2756 amanda.mccarthy@act.gov.au

Medical Services

ACT Pathology

Research Assistant

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 52386)

Gazetted: 12 August 2021

Closing Date: 30 August 2021

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Position Overview

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ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Research is also carried out by pathologists within ACT Pathology and this position is to support such research.

About You

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Strong attention to detail, reliable and punctual.

Adaptability and flexibility to accommodate change and provide responsive services to meet the needs of the position.

Ability to communicate effectively and work as part of a team.

Position Requirements/Qualifications:

Relevant degree or an equivalent combination of relevant experience and/or education and training.

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

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

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

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

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

Undergo a pre-employment National Police check.

Note: This is a part-time temporary position available for 11 months at 18.38 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Katrina Randall (02) 5124 3940 katrina.randall@act.gov.au

Infrastructure and Health Support Services (IHSS)

Senior Project Manager

Infrastructure Officer 4 \$132,911 - \$151,004, Canberra (PN: 51252)

Gazetted: 12 August 2021

Closing Date: 30 August 2021

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Position Overview

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About You

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability

and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

Behavioural Capabilities

To be successful in this position, you will be someone who thrives on working in a fast-paced, stimulating and results-orientated environment. You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes. You will also have a demonstrated track record of working in a team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

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

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

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

Position Requirements/Qualifications:

Mandatory

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

Hold a relevant building degree; or

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

Desirable

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

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

Undergo a pre-employment National Police Check.

Note: The is a temporary position available for a period of two years with the possibility of extension or permanency.

Contact Officer: Dave Gilbert 0466 845 732 dave.gilbert@act.gov.au

Cancer and Ambulatory Services

Assistant in Nursing COVID - 19

Assistant in Nursing \$52,301 - \$54,070, Canberra (PN: C11735)

Gazetted: 12 August 2021

Closing Date: 12 August 2022

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POSITION OVERVIEW

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The COVID 19 Vaccination and Testing Services are a part of the CHS COVID 19 response which includes COVID 19 vaccination, testing, Respiratory Assessment Clinics, and some in-reach services. COVID 19 Vaccination: Assistants in Nursing (AINs) work within a multidisciplinary team and under the supervision of an RN to support a dynamic and expanding vaccination service by assisting patient flow in the centres, observing consumers post vaccine administration and other roles within the scope of AINs and protocols to support service delivery. COVID Testing: AINs work under the supervision of an RN and in a team to screen for eligibility, provide information to consumers and assist the RN or EN with COVID-19 testing. There are multiple testing centres, including both drive through and in centre, and the staff work flexibly across all sites.

ABOUT YOU

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

Position Requirements/Qualifications: Certificate III in Health Services Assistance or recognised equivalent.

Highly Desirable: Applications from candidates currently enrolled in an AHPRA recognised Bachelor of Nursing course and has successfully completed the academic and clinical requirements of the 1st year.

The successful applicant will need to be available for shift work including evenings and weekends.
Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Be registered under the Working with Vulnerable People ACT

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

Undergo a pre-employment National Police check.

Provide 2 references

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

Contact Officer: Regina Ginich (02) 5124 2425 regina.ginich@act.gov.au

Pathology

Senior Scientist- Transfusion

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 30570)

Gazetted: 12 August 2021

Closing Date: 31 August 2021

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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 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 Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities. Under broad direction from the Laboratory Manager / Chief Scientist, you will play a key role in providing day to day supervision, instrument trouble shooting and KPI monitoring, investigation of difficult transfusion cases, investigation of complex transfusion testing, quality control monitoring, maintaining manuals and training programs for staff in the Transfusion area of the laboratories at Canberra and Calvary Hospitals. There is a requirement to work out of hours including on-call, occasional nights, weekends and public holidays.

ABOUT YOU

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

Behavioural Capabilities

High level evaluation and analysis skills.

Strong written and oral communication skills.

Ability to work as an individual and as part of a team.

Relevant Qualifications/Experience:

Relevant tertiary qualification in Medical Science, Pathology and a minimum of five years' experience working professionally in Haematology and transfusion is preferred.

Position Requirements

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

The successful applicant will need to be available for after-hours work, including on-call, occasional nights, weekends and public holidays.

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

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Kelly Sliwinski (02) 5124 2993 kelly.sliwinski@act.gov.au

Paediatric Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 46454 , several)

Gazetted: 12 August 2021

Closing Date: 31 August 2021

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POSITION OVERVIEW

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

The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed for a parent to sleep in each room. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. You will meet undergraduate and post graduate nursing, allied health and medical students who are studying to gain qualifications, and we greatly value our strong.

ABOUT YOU

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Behavioural Capabilities

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

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

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

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

Position Requirements/Qualifications:

Registered Nurse with a minimum of one years' experience working professionally in Paediatrics is preferred.

The successful applicant will need to be available rotational shift work roster which includes weekends and night duty.

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

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

Prior to commencement successful candidates will be required to:

Be available rotational shift work roster which includes weekends and night duty

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

Undergo a pre-employment National Police Check.

NOTES

There are several permanent full-time (part-time will be considered) vacancies available. Financial assistance for relocation available. A merit list will be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Donna Colwill (02) 5124 7689 Donna.colwill@act.gov.au

Social Work Manager

Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 20880)

Gazetted: 13 August 2021

Closing Date: 27 August 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Acute Allied Health Services is based within the Division of Allied Health and provides Acute Allied Health services and interventions to a range of patient in an inpatient and outpatient setting at Canberra Hospital. The Acute Allied Health Services consists of the following departments: Aboriginal and Torres Strait Islander Liaison Service, Psychology, Social Work, Speech Pathology and Audiology, Occupational Therapy, Physiotherapy, Nutrition and Exercise Physiology. Acute Allied Health Services provides an on-call and after- hours service on weekends and public holidays for Physiotherapy, Social Work, and Nutrition departments. Under the limited supervision of the Director of Allied Health, the Manager Nutrition is responsible for the provision of clinical dietetic services across the Canberra Hospital Campus. This position is responsible for the strategic direction, planning and leadership of the Nutrition services to inpatients and out-patients of the Canberra Hospital. Proven Leadership in Allied Health Clinical Services Development, Project Management, and Management of human, financial resources. Significant Knowledge and Skills in contemporary Models of Health Care, Clinical Governance, Quality and Safety framework issues and influencing factors in Allied Health. This position is required to work flexibly across services, locations and programs including participating in an after-hours roster, including potential for weekend and public holiday work.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes: Demonstrated leadership and management skills and experience in managing and influencing teams, processes, and practice improvement in a human services environment.

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

Effective communication skills and the ability to develop and maintain networks across CHS and with external parties.

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

Strong organisational and interpersonal skills with a high degree of drive.

Position Requirements/Qualifications:

Mandatory:

Degree in Social Work

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

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

Applicants must have a minimum of five years post-qualification experience

Proven leadership/management experience.

Desirable:

Relevant post graduate qualifications and/or extensive professional experience within a health setting.

Hold a current driver's licence.

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

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

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

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

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

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

Referee checks, including from current manager.

Undergo a pre-employment National Police Check.

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

Contact Officer: Sam Lazarus (02) 5124 5106 Sam.Lazarus@act.gov.au

Allied Health

Executive Office

Senior Director, Allied Health

Health Professional Level 6 \$153,041, Canberra (PN: 45533)

Gazetted: 13 August 2021

Closing Date: 27 August 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Division of Allied Health is responsible for the delivery of workforce reforms, and for strengthening and developing Allied Health services through innovative models of care and service delivery across Canberra Health Services (CHS). The Division also provides professional and strategic leadership to Allied Health professions within CHS and collaborates and represents CHS at relevant local and national forums. Under the broad direction of the Executive Director, Allied Health, it is expected that the Senior Director will play a key role in planning and continuous improvement for the Division. The Senior Director will have responsibility for ensuring divisional management and compliance for matters such as human resources management, contract management, financial management, government business, and provide support and advice to the Executive Director and other managers and Senior Executives within CHS. The Senior Director will provide outstanding leadership, strategic approach, communicate professionally and work with flexibility, efficiency, and diplomacy.

About You

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply. To be successful in this position, it is expected that the successful candidate will have a demonstrated track record of leading a diverse team, including Allied Health Professional Leads, health professionals and administrative staff in a complex environment, inspiring a collaborative team and ensuring compliance with all applicable regulatory and legislative requirements for such a role.

Behavioural Capabilities

- Demonstrated senior leadership reputation in Allied Health or an Allied Health discipline.

- Well-developed leadership and management experience, including ability to inspire and motivate others to achieve corporate goals, identify and develop the potential in others, and assess and mitigate future work and capability requirements.
- High level critical thinking ability and extensive process, resource, and budget management skills to implement operational efficiency and understand the challenges facing modern healthcare service delivery.
- High level interpersonal skills to influence and provide key information to support decisions made by a diverse stakeholder group.

Position Requirements/Qualifications:

Relevant Allied Health tertiary qualifications and a minimum of five -10 years' experience working professionally in public health is preferred.

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

Highly Desirable

- Postgraduate qualifications.
- Current driver's licence.

For Registered Allied Health Professions:

- Be registered or eligible for registration with AHPRA.
- Applicants must have a minimum of five -10 years post-qualification experience.

For Self-Regulated Allied Health Professions:

- Degree in relevant allied health profession.
- Professional membership or eligibility for professional membership of the appropriate professional body.
- Be registered under the *ACT Working with Vulnerable People Act 2011*.
- Applicants must have a minimum of five -10 years post-qualification experience.

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

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

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

Contact Officer: Jo Morris (02) 5124 5116 jo.morris@act.gov.au

Access and Operations Coordinator Nurse/Midwife

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 42274)

Gazetted: 13 August 2021

Closing Date: 1 September 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community-based sectors. The Centenary Hospital for Women and Children (CHWC) is a tertiary centre for the ACT and surrounding regional areas. CHWC provides care to women and children across maternity, gynaecology, paediatric and neonatology services. The Nurse/ Midwife Access and Operations Co-ordinator (AOC) positions are responsible for the coordination and management of clinical requirements and leadership after hours to facilitate capacity across CHWC clinical areas. The role works closely with the Canberra Health Services Access Unit whilst providing operational support for CHWC Clinical Nurse/Midwifery Managers and team leaders. This position provides a central point of contact and escalation for CHWC. The role operates seven days per week, morning and evening shifts. Reporting to the Clinical Support Manager and Assistant Director of Nursing and Midwifery (Clinical Support), the role contributes to the provision of safe effective care through coordinating

responses to manage patient flow issues.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position the successful candidate will have the following attributes:

Be proactive, enthusiastic and a strong communicator with strong organisational skills

High level interpersonal and leadership skills with the ability to apply critical thinking

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

Position Requirements/Qualifications:

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

Relevant Post graduate qualification in a relevant Nursing or Midwifery field is desirable.

Holding or working towards a higher degree in a relevant field is highly desirable.

The successful applicant will be required to work both morning and evening shifts, seven days per week, as per a rotating shift work roster.

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

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

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

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

Undergo a pre-employment National Police Check.

NOTES

This is a permanent part-time position available at 32 hours/4 days per week. The salary noted above will be paid pro-rata.

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

Contact Officer: Fiona Cameron (02) 5124 7737 fiona.cameron@act.gov.au

Nursing and Midwifery

Cancer and Ambulatory Services

CNC Radiation Oncology

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22384)

Gazetted: 16 August 2021

Closing Date: 30 August 2021

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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

The role encompasses three clinical areas. Radiation Oncology provides radiation therapy to inpatients and outpatients, including Brachytherapy, a Nurse Led Clinic and patients undergoing concurrent radiation and chemotherapy. The Cancer Rapid Assessment Unit has a multidisciplinary team which provides a dedicated point of access for cancer patients who have urgent care needs related to their cancer diagnosis or the treatment they are receiving, as an alternative to attending the emergency department. Level 2 Outpatient Clinics conduct all Medical Oncology, Immunology and Haematology outpatient appointments for patients under the care of Immunologists, Medical Oncologists and Haematologists. The Clinical Nurse Consultant (CNC) is responsible for the maintenance and upholding standards of nursing care within the Radiation Oncology, Cancer Rapid Assessment Unit and Level 2 Outpatients Unit, including human and financial management. This involves fostering an environment which actively encourages the development of expert nursing skills and professional development

within the area, supporting a positive workplace culture and environment. This position is responsible for driving service innovation and for the development of models of care for enhanced service provision.

The position is Monday to Friday, business hours with some flexibility required.

ABOUT YOU

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Behavioural Capabilities

- Leadership qualities in managing and positively influencing teams, processes and practice improvement.
- Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs
- Highly organised and self-motivated.
- High-level interpersonal skills.

Position Requirements/Qualifications:

- Relevant post graduate qualification (or equivalent) in Radiation Oncology or Medical Oncology Nursing or similar qualifications and a minimum of five years' experience working professionally in cancer services is preferred.
- Post graduate qualification in Leadership (or equivalent) and demonstrated experience in successfully leading a team
- The successful applicant will be registered (or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

Notes: This is a temporary position available for six months with the possibility of permanency.

Contact Officer: Julianne Siggins 0412 501 716 Julianne.siggins@act.gov.au

Pathology

Medical Services

ACT Pathology Courier

Health Service Officer Level 4 \$55,637 - \$57,766, Canberra (PN: 48341, several)

Gazetted: 12 August 2021

Closing Date: 30 August 2021

Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Customer Services is a department of ACT Pathology providing contact between patients, clinicians and the pathology service. Customer Services is responsible for the operation of six collection centres across the Canberra region and provision of hospital ward services for Canberra Hospital, Calvary Public Hospital Bruce and National Capital Private Hospital and a home visit program for those patients too frail to attend a collection centre. Customer Services provides a courier service to collect and deliver pathology specimens, reports and stores to clients.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:
Adaptability and flexibility to accommodate change and provide responsive services to meet the clients' needs
Self-motivated. Good written and oral communication skills and the ability to liaise with a diverse range of clients.
Strong organisational skills with a high degree of drive

Position Requirements/Qualifications:

There are no formal qualification requirements for this role but experience working professionally in a courier delivery or customer services role is preferable.

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

Must hold a current no restriction driver's license.

Have an understanding of National Association of Testing Authorities accreditation requirements and how the role supports these.

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

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

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

Provide a compliance certificate to OMU (Occupational Medicine Unit) related to assessment, screening and vaccination.

Undergo a pre-employment National Police Check.

Notes: These are temporary positions available for five months with the possibility of extension and/or permanency. This recruitment process may be used for the following 12 months to fill further similar vacancies and casual positions.

Contact Officer: Louise Hyndes (02) 5124 2932 Louise.N.Hyndes@act.gov.au

Rehabilitation, aged and Community Services

University of Canberra Hospital

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 47832)

Gazetted: 16 August 2021

Closing Date: 26 August 2021

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

The Division of Rehabilitation, Aged and Community Services is seeking a highly motivated experienced registered nurse with exceptional communication and care delivery skills for an exciting opportunity to open a new Ward at the University of Canberra Hospital. The successful applicant will play an important role in supporting the ward senior and junior staff to establish high standards and accountabilities. Cotter Ward will provide rehabilitation support for patients with limited tolerance or ability to participate in a full rehabilitation program.

POSITION OVERVIEW

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Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The CNC of a UCH ward is responsible for the day-to-day operational management of services with the ward, including the management of nursing workloads, model of care, and patient flow. The CNC is to provide expert clinical leadership and management within a nursing and multidisciplinary team. The CNC will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. It is expected that the CNC will promote, incorporate and maintain the National Safety and Quality Health Standards at a ward level. There is an expectation that the successful applicant will maintain accountability for their own practice standards, education and work collaboratively with the University of Canberra team to support the professional development of the UCH nursing workforce

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Progressive, adaptable, and flexible with ability to successfully introduce change and provide responsive services to meet clients' needs

A strong focus on person centred, exceptional care and a commitment to quality outcomes

Position Requirements/Qualifications:

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

Desirable: Minimum of 3 years' experience working professionally in a management role.

Post Graduate studies in Nursing, Health Management or related field.

Hold Intermediate Life Support Certification.

Hold a current driver's license.

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Maria Harman 0461 634 639 maria.harman@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Clinical Services

Operational Director

Senior Officer Grade A \$153,041, Canberra (PN: 24098)

Gazetted: 18 August 2021

Closing Date: 1 September 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and 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' home. These services include:

Territory Wide Mental Health Services (TWMHS)
Adult Community Mental Health Services (ACMHS)
Alcohol and Drug Services (ADS)
Child and Adolescent Mental Health Services (CAMHS)
Justice Health Services (JHS)

The Operational Director of ADS is responsible for providing strategic direction, leadership, planning and evaluation within the alcohol and other drugs setting. ADS encompasses the Opioid Treatment Service, Inpatient Withdrawal Service, Consultation Liaison Service, Addiction Medicine Specialists, Counselling Service and the Police Court Drug Diversion Service. The focus of ADS is to support people impacted by substance use disorders by facilitating integrated and multidisciplinary care and treatment within safe, functional and comfortable environments.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

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

Position Requirements/Qualifications:

Mandatory:

Be registered under *the Working for Vulnerable People Act 2011*.

Desirable:

Tertiary qualifications (or equivalent) in health or a related discipline is preferred

Postgraduate qualifications in management field are highly desirable

Current Driver's license.

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Katrina Rea 5124 1577 Katrina.M.Rea@act.gov.au Katrina.M.Rea@act.gov.au Contact Email - External Katrina.M.Rea@act.gov.au

Chief Operating Officer Clinical Services

Surgery

Office Manager Acute Surgical Unit and General Surgery

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 20011, several)

Gazetted: 16 August 2021

Closing Date: 23 August 2021

Details: **Our Vision:** creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>
The Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and

Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers. The Acute Surgical Unit supports the role of the Emergency Department in rapid assessment and management of acutely unwell surgical patients. It is a high turnover unit with a focus on rapid transfer from the Emergency Department and rapid assessment and transfer/discharge. It is expected that the successful applicant will provide high level administrative support, to assist in the strategic and operational processes required for the Director to undertake their accountability. This also includes the provision of high-quality customer service to the consumers and staff of Canberra Hospital.

Duties:

Provision of high-level support and leadership to ensure the efficient management and operation of the office. Provision of high-level secretariat and administrative support to meetings (eg Perioperative Surgical Management Committee) and other forums as required.

Under general direction develop, distribute and update the ACT wide specialist general surgical on call roster.

Timely provision of information to multidisciplinary areas within the Canberra Hospital.

Undertaking minor audit and projects.

Receiving, screening and classifying inward telephone calls and take appropriate action. Including preparing draft correspondence as necessary.

Managing the electronic calendar.

Undertaking other duties appropriate to this level of classification which contribute to the operation of the section.

About You

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Position Requirements/Qualifications:

Desirable:

Working towards or holds a certificate in management, customer service, medical terminology or another relevant field.

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

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

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

Undergo a pre-employment National Police Check.

Note: These are temporary position's available for six months with the possibility of extension.

Contact Officer: Michelle Paul (02) 5124 4175 michelle.paul@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Forensic Mental Health

Specialist / Senior Specialist – Forensic Mental Health

Specialist Band 1-5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 47568)

Gazetted: 16 August 2021

Closing Date: 27 September 2021

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

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Position Overview

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

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

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

copy and online journals and textbooks. The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters. For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Forensic Mental Health Services provides services to:

Alexander Maconochie Centre (AMC) adult correctional centre via Acute Response and Case Management Teams in the Custodial Mental Health settings.

Bimberi Youth Justice Centre

Dhulwa Mental Health Unit a secure mental health unit with 10 acute and 15 subacute beds

Gawanggal Mental Health Unit a community transition rehabilitation and reintegration unit with 10 beds

The successful applicant will have accredited forensic psychiatry or equivalent training, and specialist experience and skills relevant to both inpatient and community services, including custodial mental health skills and experience and the provision of Electroconvulsive Therapy (ECT) services.

Note: The successful applicant will need to be available for occasional weekend and after-hours work and participation in an on-call roster.

Remuneration: \$303,334 - \$402,599 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise.

Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$458,585

About You

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Position Requirements/Qualifications:

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

Relevant registration or be eligible for registration as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA),

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

Knowledge of the Mental Health Act 2015 and other related legislations is desirable.

Current driver licence is preferred

Sound computer skills is preferred

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

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

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

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

Contact Officer: Dr Ahmed Mashood, Clinical Director – Forensic Mental Health Services (02) 51240000

ahmed.mashood@act.gov.au

Oral Health Services

OHS Administration

Interagency Coordinator Residential Aged Care Facilities (RACF)

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 04311)

Gazetted: 16 August 2021

Closing Date: 30 August 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including: Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school. Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card. Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card. Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients. These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

The Interagency Coordinator position is currently located in Civic and is part of the Oral Health Services Administration Team.

Under limited direction, you will play a key role in the coordination of the Mobile Dental Clinic that provides services throughout Canberra to Residential Aged Care facilities with tasks such as liaising with both internal and external stakeholders, overseeing processes and procedures in relation to its services and work with the Operational Managers of OHS for rostering and reporting. You also play a key role in the coordination of General Anaesthetics across all hospitals sites for OHS clients.

Duties

Under direction of the Information and Administration Manager you will perform the role of Liaison Officer. You will:

Coordinate the operational requirements of the Mobile dental Clinic with both internal and external stakeholders.

Management of all Memorandums of Understanding including waiting lists, recalls and referrals for the Mobile Dental Clinic for RACF.

Maintain accurate patient records including appropriate scheduling within Oral health Services electronic database and arrange payment of accounts and debtor action.

In collaboration with Operational Managers, be responsible for coordinating all stakeholders to ensure service delivery meets targets.

Develop, maintain and monitor work practices, workflow, procedures, guidelines and training programs for the Mobile dental Clinic.

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

About You

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Behavioural Capabilities

Strong Organisational skills.

High level of customer service.

Sound time management and communication skills.

Position Requirements/Qualifications:

Previous experience in a dental environment and an understanding of Dental terminology and item numbers is desirable.

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

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available up until 30 June 2022.

Contact Officer: Karen Macdonald (02) 5124 1725 karen.macdonald@act.gov.au

Paediatrics

Paediatric Unit Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 26880)

Gazetted: 17 August 2021

Closing Date: 2 September 2021

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence-based quality health care and advocacy for all children and adolescents up to their 16th birthday from the ACT and surrounding areas.

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed for a parent to sleep in each room.'

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Relevant tertiary qualifications or equivalent in Paediatric or Child Health Nursing qualifications and a minimum of three years' experience working

professionally in Paediatric, adolescent or Child Health Nursing is preferred.

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

The successful applicant will need to:

Undertake a rotating shift work roster which includes morning, evening, and night duty.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

NOTES

This recruitment is for a permanent full-time (part-time will be considered) vacancy. Financial assistance for relocation available.

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

Contact Officer: David Harris (02) 5124 7633 David.j.harris@act.gov.au

Surgery

Medical Staff

Specialist/Senior Specialist - Anaesthetist

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 50422)

Gazetted: 17 August 2021

Closing Date: 13 September 2021

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Position Overview

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

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

All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks. The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters. For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

Canberra Health Services are looking for enthusiastic and experienced Anaesthetists to assist in meeting the ever-increasing service demand of a swiftly growing population. We are seeking anaesthetists who are eager to learn and those who are engaged to grow the next generation of anaesthetists as we expand our service into the Surgical Procedures, Interventional, Radiological and Emergency (SPIRE) precinct which is due to open on the main

Canberra campus in 2024. Learn more about SPIRE go to www.health.act.gov.au/about-our-health-system/planning-future/spire-project

The Canberra Health Services Department of Anaesthesia, Peri-operative Medicine and Pain Management is a busy department that facilitates over 32, 000 anaesthetic procedures (elective and emergency) per year. Perioperative Medicine has become a significant focus of our department. We operate in a variety of environments, including Canberra Hospital which is the largest tertiary and trauma facility in the region, Calvary Public Hospital, John James Calvary Hospital, National Capital Private Hospital and other private day surgery locations within Canberra. The breadth of anaesthetic procedures undertaken are all encompassing (cardiac, neurosurgery, and neonatal surgery) with the exception of solid organ transplant. As the primary teaching hospital and major trauma centre for ACT and the Southern NSW region, exposure to interesting cases is a certainty. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Due to these partnerships and the flexible nature of this employment opportunity, excellent research opportunities are available.

Employment Conditions and Benefits

Remuneration

A full time Senior Medical Officer employed in the ACT Public Service is entitled to a package up to \$458,349 per annum (pro-rata for fractional appointments) under the ACT Public Sector Medical Practitioners Enterprise Agreement 2013-2017. A new enterprise agreement is currently awaiting approval from the Fair Work Commission. This package is inclusive of salary, a minimum 11.5% super contribution and: Private Practice Schemes, with a minimum payment (Scheme A – 20%) \$43,008 - \$58,106.

Additional Benefits

Benefits additional to Remuneration include:

Generous leave provisions, including training and education leave up to the following:

- o 4 weeks training/education leave

- o 4-5 weeks annual leave per annum;

Strong mentorship and supervisory support;

Medical Education expenses allowance (MEE) reimbursement up to \$19,014

Access to PBI taxation benefits;

Ability to apply for up to \$55,000 in reimbursement of relocation expenses;

Access to additional payments for work undertaken on Extra Surgery Schemes;

Research opportunities; and

The opportunity to contribute to the development of Models of Care for the new SPIRE precinct.

About You

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Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australian and New Zealand College of Anaesthesia or equivalent specialist qualifications.

Be an Australian Citizen or permanent resident of Australia.

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

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

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

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

Contact Officer: Shannon Dougan (02) 5124 7061 shannon.dougan@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Executive Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 23883)

Gazetted: 17 August 2021

Closing Date: 31 August 2021

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. Our staff are committed to the delivery of health services that reflect Canberra Health Service's values: Progressive, Respectful, Reliable and Kind. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population. The main duties of an Executive Officer are coordination and preparation of government business including briefings and correspondence, internal minutes, cabinet submissions and assembly material, and divisional business and projects.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner

Position Requirements/Qualifications: Relevant experience in a complex healthcare environment is desirable.

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

Prior to commencement successful candidates will be required to: Undergo a pre-employment National Police Check.

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

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

Contact Officer: Jo Morris (02) 5124 5116 jo.morris@act.gov.au

Finance and Business Intelligence

Executive Officer

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 55201)

Gazetted: 17 August 2021

Closing Date: 31 August 2021

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POSITION OVERVIEW

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The Finance and Business Intelligence Division is seeking an experienced Executive Officer to join the team. Reporting to the Chief Finance Officer (CFO), the Executive Office is responsible for providing high level advice to, and coordinating, driving and delivering work undertaken by the CFO. You will work closely with senior leaders and FBI teams to support the organisation to meet key compliance requirements, undertake a range of coordination functions, including preparation of briefings, reports and other correspondence. The Finance and Business Intelligence (FBI) Division is responsible for developing and maintaining budgets, financial management, ICT, procurement and supply, and providing strong operational finance and performance reporting analysis across the health service. Reporting to the Executive Group Manager, Chief Finance Officer (CFO), the Executive Officer is responsible for providing high level advice to, and co-ordinating, driving and delivering work undertaken by the CFO. As Executive Officer you will work closely with the CFO senior leaders and FBI teams, including Data and Reporting, Finance and Accounting, Health Information Services, Internal Audit, Procurement and Supply and Revenue and Patient Accounts. In order to support the organisation to meet key compliance requirements, the Executive Officer is responsible for the coordination of incoming and outgoing correspondence within the CFO Office, liaison with the Government Relations team on the provision of high level advice to Minister's offices and Treasury, and other projects and priorities for the Chief Finance Officer. The position will also provide high level support and advice to the Chief Finance Officer and other senior FBI staff, undertaking a range of coordination functions, including preparation of briefings, reports and other correspondence.

ABOUT YOU

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Behavioural Capabilities

High level communicator, with demonstrated capability to effectively communicate with staff across the organisation, consumers and stakeholders.

High degree of initiative and drive.

Ability to be adaptable and flexible to accommodate change and provide responsive services to meet organisational needs.

Position Requirements/Qualifications:

- Relevant public sector management qualifications or experience working in the health sector is desirable.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Nicole Stevenson (02) 5124 4702 nicole.stevenson@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Administration Support

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 41244)

Gazetted: 17 August 2021

Closing Date: 3 September 2021

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POSITION OVERVIEW

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ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive with a commitment to achieving positive outcomes
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
Sensitivity and understanding with a non-judgemental attitude
Ability to manage confidential and sensitive information

Position Requirements/Qualifications:

Knowledge of Canberra Health Service internal software packages

Current driver's licence is preferred but not mandatory

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

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

Prior to commencement successful candidates will be required to:

Be registered under the Working for Vulnerable People Act

Undergo a pre-employment National Police Check.

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

Contact Officer: Casey Shaw (02) 5124 7706 casey.shaw@act.gov.au

Social Work

Rehab, Aged and Commercial Services

Health Professional Officer

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 37369)

Gazetted: 17 August 2021

Closing Date: 31 August 2021

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Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings: The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics. Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses. The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services. Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

ABOUT YOU

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Behavioural Capabilities

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

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Willingness to critically reflect on and develop practice skills and framework

Position Requirements/Qualifications:

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

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

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

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

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

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

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

Reference checks

Registration under *the Working with Vulnerable People Act 2011*.

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

Comply with Canberra Health Services credentialing

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for six months.

Contact Officer: Natasha Synnott (02) 5124 0075 Natasha.Synnott@act.gov.au

Business Support

Infrastructure and Health Support Services

Senior Director Food and Sterilising Services

Senior Officer Grade A \$153,041, Canberra (PN: 09734)

Gazetted: 18 August 2021

Closing Date: 3 September 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> This role is for Production, Preparation and Stores Area. The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services (FSS) is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services. Reporting to the Executive General Manager of Infrastructure and Health Support Services, the Senior Director of Food and Sterilising Services is responsible for the leadership and management for the delivery of essential support services to Canberra Health Services including Sterilising Services and Food Services CHS. The Senior Director of FSS is responsible for Sterilising Services: Canberra Health Services (CHS) Sterilising Services provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). Sterilising Services provides reprocessing of RMDs, purchasing, instrument repairs and maintenance. Sterilising Services is organised into the following functional areas:

- Sterilising Services at Mitchell, including management and administration
- Sterilising Unit at CH
- Sterilising Unit at CPHB
- Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH.

Food Service: Canberra Health Services (CHS) Food Services currently provides a range of food-related services within the Canberra Hospital, to the National Capital Private Hospital and to health facilities in off-site locations. The department operates 7 days a week, 365 days a year in which 1.4 million patient meals are provided. In addition, Food Services also provides a 7 day a week cafeteria service and special function service for all staff and residents within the Canberra 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.

ABOUT YOU

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

Behavioural Capabilities

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

Position Requirements/Qualifications:

Highly Desirable:

- Tertiary qualifications (or equivalent) in health or a related discipline are essential.

Desirable:

- Postgraduate qualifications in management field are highly desirable
- Current class C Driver's License.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- The successful applicant will need to be available weekday hours.
- Undergo a pre-employment National Police Check.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Chris Tarbuck 0466478145 Chris.tarbuck@act.gov.au

Clinical Services

Mental Health, Justice Health Alcohol and Drug Service

Adult Community Recovery Services Tuggeranong

Clinical Manager

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 23953)

Gazetted: 18 August 2021

Closing Date: 1 September 2021

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres. Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan. The program recently implemented a new model of care which aims to improve the responsivity and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions. Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact. Provide optimal treatment for people in their homes and community as effective hospital diversion.

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Duties:

With support of the Team Leader and/or Senior Clinician you will perform clinical management activities in collaboration with the multidisciplinary team and the people who access the service. You will:

Provide appropriate skilled clinical assessment and intervention to specialised client group/s with support.

Exercise independent judgement on routine matters and under decreasing professional supervision when performing novel, complex or critical tasks.

Complete case and program records to standards required and meet data collection requirements.

Assist in the supervision and education of Health Professional Level 1 staff, students, technical and other non-professional staff.

Participate in the development, analysis and evaluation of services in specific area of work, as required, including assisting with quality improvement activities and liaising with carers and other service providers.
Participate in supervision, continuing professional development and performance appraisal and development.
Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About You

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

For Psychology:

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

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Social Work:

Degree in Social Work.

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

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

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

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

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

Hold a current driver's licence.

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

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

Undergo a pre-employment National Police check.

Contact Officer: Colin Noonan (02) 5124 1895 colin.noonan@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

University of Canberra Hospital

Assistant in Nursing \$52,301 - \$54,070, Canberra (PN: 47852, several)

Gazetted: 16 August 2021

Closing Date: 26 August 2021

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POSITION OVERVIEW

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness. The University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community-based rehabilitation services. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury or experiencing mental illness. The Division of Rehabilitation, Aged and Community Services is seeking a highly motivated experienced registered nurses with exceptional communication and care delivery skills for an exciting opportunity to open a new Ward at the University of Canberra Hospital. The successful applicants will play an important role in supporting the ward manager to establish high standards and accountabilities. Cotter Ward will provide rehabilitation support for patients with limited tolerance or ability to participate in a full rehabilitation program. Successful applicants must be available to work a rotating roster and work across both Canberra Hospital and University of Canberra Hospital campuses if/when required.

ABOUT YOU

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Position Requirements/Qualifications:

Mandatory:

Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing)

Be registered under the Working for Vulnerable People Act.

Desirable:

Experience and qualification in working with Dementia patients and patients with challenging behaviours

Hold a current driver's license.

Note:

All positions work a 24/7 rotating roster, including a regular contribution to night shift.

The successful candidates may be selected based on application and referee report only.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Note: There are several permanent, temporary, part time full time and casual positions available.

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

Contact Officer: Maria Harman (02) 5124 8774 maria.harman@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

Senior Director, Human Resources
Temporary Vacancy

**Canberra Institute of Technology
Corporate Services**

Position: E1068

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 11 August 2021

CIT Corporate Services is seeking an experienced HR Director to fill a short term vacancy up to 24 September 2021. As the Senior Director of CIT Human Resources, you will be responsible for planning, developing, coordinating and implementing all aspects of human resource management, workforce development, employment relations and workplace health and safety operations across CIT. You will report directly to the Executive Director, Corporate Services and work with the Chief Executive Officer, CIT Executives and College Directors to achieve the strategic outcomes envisioned by the CIT Strategic Compass and Evolving Together framework.

The role requires a person with high-level executive management skills and experience who can demonstrate their ability to provide human resource leadership across an organisation. They will be able to manage and motivate their team to actively and effectively support organisational outcomes.

The successful candidate will have exceptional people management skills and experience in delivering HR services and managing a HR team.

To apply: Please submit an expression of interest of no more than two pages against the selection criteria outlining your capabilities and how you can make a meaningful contribution to achieving CIT's strategic objectives during this period, as well as a current curriculum vitae and names of two referees. These should be sent to wendy.naude@cit.edu.au by COB Tuesday 17 August 2021.

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 \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

Contact Officer: Cheryl Steff (02) 6205 0647 cheryl.steff@cit.edu.au

Yurauna

Office Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 47777)

Gazetted: 18 August 2021

Closing Date: 27 August 2021

Details: Work in a dynamic educational environment committed to the successes of Aboriginal and Torres Strait Islander students. This role requires a person that is team orientated, customer focused, highly organised and loves working with community. If you believe that you have these skills and can work in fast paced environment committed to outcomes then this may be the job for you.

Eligibility/Other Requirement: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Prior to commencing this role, a current registration issued under the Working With Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available immediately up until 30 July 2022.

How to Apply: Please submit a two page written Expression of Interest stating how you can perform the function of the role successfully. Include a curriculum vitae and current referee reports, copies of WWVP Card and Drivers Licence.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

CIT Education and Training Services

Library and Learning Services

Library Manager

Professional Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 54240, several)

Gazetted: 12 August 2021

Closing Date: 5 September 2021

Details: The CIT Library and Learning Services is looking for Library Managers, for the Reid and Bruce Campuses. You will need to have experience of working in an educational library setting, providing services to a wide range of clients in an agile environment, so as to provide an excellent level of customer service. You will also be responsible for supervising a diverse team and supporting the team in the delivery of library services to clients.

Eligibility/Other requirements:

An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA).

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

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Stalker-Booth (02) 6207 3375 Claire.Stalker-Booth@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

Economic Development

Skills Canberra

Field Officer Team Leader

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 25196)

Gazetted: 16 August 2021

Closing Date: 30 August 2021

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to vocational education and training (VET), adult community education (ACE) and skilled migration in the ACT. Our purpose is to enable skills and workforce development to enhance Canberra's economic and social wellbeing. Our vision is a skilled Canberra for today and tomorrow. As part of the Economic Development Division, our actions facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city. Our operating environment is dynamic and so we are aware, focussed, and flexible. We also like to have some fun along the way. This is a great time to join a branch which engages with and supports a sector that is critical to the quality of life and employment of many Canberrans, and to economic recovery and sustainability. We are looking for the right person to manage our Field Officer team to: Educated participants on, and supervise the operation of, apprenticeships and traineeships. Support learners to achieve completion of their qualification, and Manage the resolution of complaints, disputes, and incidents. The position description contains further details of the role, and of the type of person we are after to fill it. Prospective applicants are strongly encouraged to discuss the position with the Contact Officer before applying. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements

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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

An Australian-issued driver licence to operate a vehicle within the ACT.

Evidence of completion of a General Construction Induction Card (White Card), or the ability to obtain this shortly after commencement.

Notes: This is a temporary position available immediately up until 31 December 2021 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Our workforce is currently working in a hybrid of home and city office block. The successful candidate will be provided information on how to work from home safely and effectively. The city office block is designed for activity-based working (ABW) where officers do not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: Please provide
Your curriculum vitae.

A maximum three-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and
the names and contact details of at least two referees who can attest to your work performance, ability, and attitude (one of whom is to be a current or very recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Wyman (02) 6205 0081 andrew.wyman@act.gov.au

Executive Group Manager (Chief Operating Officer), Access Canberra

Executive Level 2.3 \$311,959 - \$324,457 depending on current superannuation arrangements, Canberra (PN: E847)

Gazetted: 13 August 2021

Closing Date: 5 September 2021

Details: Looking for an opportunity to develop or grow your senior executive skills by managing an operationally diverse agency that performs both regulatory and customer service functions, and is the front face of the ACT Government? An exciting opportunity is coming up within Access Canberra to perform the role of Chief Operating Officer (Executive Group Manager). Access Canberra is all about providing people easy access to ACT Government regulatory services, payments and information while offering a great customer experience to achieve our vision of a safe and liveable city. At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to build a strong economy, safe community and sustainable environment. Access Canberra also plays an important role in supporting the government's response to COVID-19. The Chief Operating Officer (Executive Group Manager) position reports directly to the Head of Access Canberra and will require you to work collaboratively with the other executives across the ACT Public Service (ACTPS), and key non-government stakeholders, to implement government priorities and support our community. In this role, you will be responsible for managing day-to-day operational matters across the agency and play a key role in leading and supporting the Access Canberra executive group to deliver outcomes for government and our community. The role demands effective engagement with our Minister/s, key external stakeholders including unions, and the ability to apply sound judgement and a high level of integrity to all work. The role will also play a primary role in managing corporate matters relating to the operations of the agency and representing Access Canberra at key inter-directorate meetings and working groups.

Remuneration: The position attracts a remuneration package ranging from \$311,959 to \$324,457 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$249,963.

Note: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly. Part-time and job share arrangements will be endorsed.

How to Apply: If you think you have what it takes to take on the challenge of this important role to support the on-going success of Access Canberra, please provide your two-page pitch.

*Applicants should be able to demonstrate their capacity to be responsive, manage a diverse workload with competing priorities to meet tight deadlines, and to contribute to and support various activities across the Directorate including direct support to the Deputy Director-General, Access Canberra.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Pryce, Deputy Director-General (02) 6205 9898 david.pryce@act.gov.au

Procurement ACT

Procurement Policy and Capability Branch

Capability and Governance Section

Procurement Support Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 49231)

Gazetted: 13 August 2021

Closing Date: 20 August 2021

Details: Do you have a passion for helping others? Want to learn new marketable skills that will lead you down a solid career path? Procurement ACT is looking for talented and motivated Junior Procurement Advisor for our Help

Desk. In this role you will be providing support for Procurement ACT's suite of systems and services, including assisting with Tender release and closing procedures and responding to phone and email enquiries. The role will also assist with basic data analytics and maintenance of Procurement ACT's reports and datasets, including data quality assurance processes. Our ideal candidate will have well developed customer service skills, possess a strong attention to detail and accuracy, and is willing to learn new systems and processes. In return, we will offer you training in the ACT Government Procurement Framework within a supportive and professional team environment that allows you to apply and build on your skills to advance your work experience. If this sounds like the opportunity for you, what are you waiting for?! Send us your application and get started on the next exciting chapter in your career! Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is 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 an Expression of Interest (maximum two pages) responding to the required capabilities and please provide a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: JoanneL Gardner (02) 6207 2076 JoanneL.Gardner@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Finance and Systems

Finance Assistant - ACT Property Group

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 21853, several)

Gazetted: 12 August 2021

Closing Date: 26 August 2021

Details: This role is responsible for ensuring finance transactions are appropriately actioned through Accounts Payable and Accounts Receivable activities and systems. This role is responsible for completing financial transaction activities to a high standard and level of accuracy. The role also provides information and advice to ACT Property Group staff on financial and system processes. 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. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements

The following qualifications are desirable:

A current driver's licence (car).

Qualification/s or extensive experience in accounting/finance

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit the following: A two page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and

Knowledge, and Behavioural Capabilities. Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. A current curriculum vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Corporate

People and Capability

Injury Management

Assistant Director, Injury Management

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 55762)

Gazetted: 13 August 2021

Closing Date: 27 August 2021

Details: The People and Capability Branch within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a dynamic and high-performing Assistant Director. As an Assistant Director in the Injury Management Team you will provide support and advice to the directorate on matters relating to injured and ill employees. The role is responsible for assisting and providing advice to CMTEDD management to implement early intervention processes following an incident, assisting return to work processes, preparing complex correspondence relating to return to work cases, organising fitness for duty assessments, invalidity or medical redeployment/retirements. The role liaises with the Rehabilitation Case Managers within the Injury Management team, Workplace Safety and Industrial Relations, and provides regular reporting to Managers and Executives within the directorate. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately for six months with 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 has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk, unless required as part of a reasonable adjustment.

How to Apply: Please provide:

- A two-page pitch outlining your experience and/or abilities against the primary responsibilities (What You Will Do) and selection criteria outlined in the Position Description; and
- Your curriculum vitae with contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Kaye (02) 6205 9762 janet.kaye@act.gov.au

Gambling and Harm Prevention

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 42493, several)

Gazetted: 13 August 2021

Closing Date: 27 August 2021

Details: Do you enjoy working in a team to find new ways to deliver results? Are you looking for an opportunity to make real change in the community? Does the opportunity to think about the big picture, play with data and run evaluation make you jump out of bed in the morning? If the answer to these questions is yes, then Access Canberra has an opportunity for you within the Gambling and Harm Prevention team. Access Canberra and the ACT Gambling and Racing Commission (the Commission) has the aspiration of achieving a Canberra free from gambling harm, and has adopted a public health approach to realising this vision; and Access Canberra needs a special person to help it deliver. The Gambling and Harm Prevention team is responsible for supporting the Commission and is after an Assistant Director to assist in overseeing a small team to deliver Access Canberra's and the Commission's projects, including working with key stakeholders to design, implement and evaluate new gambling harm prevention strategies based on the latest research and evidence. To be successful you should

embrace 'change as being the new normal', support and nurture innovation and collaboration with a renewed focus on outcomes. As an Assistant Director you will need to be a good communicator with excellent interpersonal skills and the management of multiple tasks and projects. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: Access Canberra has one permanent role and upcoming temporary (less than 12 months) vacancies. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position operates within an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria, your current curriculum vitae and details of two referees, one of which should have worked with you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Maclean (02) 6207 0704 Natalie.Maclean@act.gov.au

Digital, Data and Technology Solutions

ICT Strategic Business

ICT Contracts Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 41538)

Gazetted: 16 August 2021

Closing Date: 30 August 2021

Details: The ICT Contracts Coordinator role is part of a multi-disciplinary team within Strategic Business, Portfolio Governance and Support Services. The purpose of the role is to provide quality delivery of a range of contract management activities. This role will be instrumental in implementing and maintaining contracts to ensure the consistent delivery of ICT services to the ACT Government. You will administer new and existing ICT contracts, while improving service delivery and ICT contract management processes. You will also play a key role in maintaining a Contracts Register as the source of truth on ICT contracts status. The right person for the role will have a sound understanding of contract structures and processes, and some understanding of ICT technologies. They will also be keen to learn and to grow into the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

How to Apply: Please provide your curriculum vitae and a short (four page) summary of your experience, skills and attributes in relation to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Fietz (02) 6205 8050 Geoff.Fietz@act.gov.au

Commercial Services and Infrastructure Group

ACT Property Group

Customer and Tenancy Management

Lease and Tenant Occupancy Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 25308)

Gazetted: 13 August 2021

Closing Date: 31 August 2021

Details: Do you have experiences managing new lease processes? Have you proactively managed lease renewals? Do you like to meticulously maintain complete and accurate leasing documents? This could be the role for you! This role suits someone with experience in drafting and executing sub-leases and licenses, liaising with non-government and government organisations and with a high level of attention to detail. Working with the Director the person in this role provides technical support and a quality assurance and advisory service to customer relationship officers managing the occupancy of ACT Property Group managed buildings. Management of the processes and actions to acquire new sub-leases and the drafting, QA and issuing of leases and licenses over managed properties, along with associated reporting and processes are a key part of the role. To ensure a high

quality service, the occupant needs to have experience and expertise in commercial and/or community leasing. This role could suit a range of applicants including paralegals with leasing experience. 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.

a current driver's licence (car).

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

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable.

Note: This is a temporary position available immediately for up to 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit the following: A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and Contact details of at least two referees. 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Aditya Rastogi (02) 6207 5602 aditya.rastogi@act.gov.au

Shared Services

Record Services / Physical Records Support

Warehouse Officer

Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: 01467, several)

Gazetted: 18 August 2021

Closing Date: 1 September 2021

Details: Record Services is currently seeking Warehouse Officers to join the team. The successful applicants will be able to sort, examine and file written material using established criteria and have a good attention to detail. Provide high level customer service and respond to client's queries via the Shared Services website and process record keeping requests, as required. This position will also undertake a range of activities that support the effective storage and retrievals of stored records at the Mitchell warehouse. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

This position requires the ability to work in a manual handling environment and onsite.

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

How to Apply: Applicants must ensure they provide a personal pitch (one page maximum) describing the importance of following a process, ensuring a high attention to detail and working effectively as a team member

and provide examples of when you have demonstrated these skills; your current Curriculum Vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dana Milton (02) 6207 2068 Dana.Milton@act.gov.au

Digital, Data and Technology Solutions

Design and Strategy Branch

Design and Analysis

UX/Product/Service Designer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 50523)

Gazetted: 18 August 2021

Closing Date: 10 September 2021

Details: The Design and Strategy Branch provides strategic guidance on technology and data investment; and is responsible for development and maintenance of whole of government technology roadmap architecture and design practice, including principles, standards and methods. Our team is looking to hire a suitably qualified, energetic and creative individual who will be joining a diverse team of analysts and designers in providing guidance to customers, staff and decision makers on the application, relevance, and benefits of design-led approaches. If you have a passion for design thinking, human-centred design or similar principles, then you might just be the person we are looking for! You must also be an exceptional collaborator, with a natural flair for storytelling and story-seeking, and someone who enjoys bringing together a range of stakeholders to learn about user behaviour, uncover insights, and understand divergent opinions. The successful applicant will also be contributing to the whole of government design guidelines, principles, and artefacts that become a repository of design components and patterns for future use within the organisation. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

An ACT Government CMTEDD Baseline clearance (or ability to obtain one) is required for this position.

This position does not require a pre-employment medical check.

Driver's licence C class is essential.

Note: This is a temporary position available for six months with a possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Suitability for this position will be assessed based on the Skills, Knowledge and Behavioural Capabilities required to successfully deliver against the duties and responsibilities identified in the Position Description. If you believe you have 'what it takes' to be successful in this role, please take the time to send us a copy of your curriculum vitae, including contact details of two referees, along with a 'pitch' of no more than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Veronica Morados (02) 6207 0584 veronica.morados@act.gov.au

Digital Data and Technology Solutions

Strategic Business Branch

Business Enablement and Analysis Services/ ICT Procurement

Assistant Director, ICT Procurement

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 14474, several)

Gazetted: 17 August 2021

Closing Date: 31 August 2021

Details: Are you a highly motivated Procurement Specialist who wants to contribute to a multi-disciplinary team? Digital Data and Technology Solutions (DDTS), Strategic Business Branch has two opportunities available – one permanent and one temporary for a period of up to 10 months. The occupants of these roles will have a commercial focus, the ability to identify opportunities for innovation and responsible for providing procurement advice to all levels of management across DDTS. You will be responsible for facilitating the procurement of Information and Communication Technology (ICT) hardware, software and related support services.

Eligibility/Other requirements:

Highly Desirable:

Strong communication and customer service skills.

Experience working within an ICT environment and culture.

Desirable:

Certificate IV in Government (Procurement and Contracting) or

Certificate VI Advanced Diploma of Government (Procurement and Contracting).

Notes: Two positions are available. One is a temporary position available for ten months with the possibility of extension and/or permanency. The second is a full-time permanent position. Selection may be based on application and referee reports only. An order of merit list will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to Apply: Applications should submit a two-page pitch (maximum) outlining your suitability for the position in line with the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description; a current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Arnie Kapcejevs (02) 6207 7327 Arnie.Kapcejevs@act.gov.au

Shared Services and ACT Property Group

ACT Property Group

Estate Management and Procurement

Assistant Director, Sustainability - ACT Property Group

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 09936)

Gazetted: 17 August 2021

Closing Date: 2 September 2021

Details: ACT Property Group is seeking someone who has experience in achieving sustainability and energy efficiency outcomes in buildings and properties and wants to work closely with the building owner on achieving improvements in government buildings. This position will work with staff across the organisation and occupants of properties to raise awareness about environmental sustainability options. This includes investigating, planning, coordinating and facilitating delivery of environmental sustainability projects, initiatives, policies and procedures. This position will also monitor energy management across ACT Property Group managed properties and assets, to ensure that energy savings opportunities are identified and achieved. 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. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirement:

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

Relevant training and/or qualifications in environmental sustainability, building or project management are highly desirable.

A current driver's licence (car) is desirable.

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable.

Note: This is a temporary position available immediately for up to 12 months. 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. Selection may be based on application and referee reports only.

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

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

- Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
- Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past.
- Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.
- A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teresa Morey (02) 6207 6528 teresa.morey@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Infringement Review

Director, infringement Review

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52869)

Gazetted: 17 August 2021

Closing Date: 31 August 2021

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to better deliver services. This is a new role overseeing the Infringement Review team. This team adjudicates traffic and parking offenses and assesses withdrawals, extensions and disputes for parking and traffic camera infringements. This team will also be responsible for administering infringements issued through mobile device detection cameras which will be introduced as part of the Territory’s Road Safety Camera Program. This position requires excellent communication with an ability to deliver and drive a positive team culture, while implementing and embedding processes and procedures in line with legislative requirements. The successful candidate will possess high emotional intelligence while providing outstanding customer service in a regulatory environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: To apply, provide your curriculum vitae and a two page pitch. Your pitch should explain how your Skills, Knowledge and Behaviour make the you best candidate for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex McPherson (02) 6207 4412 Alex.McPherson@act.gov.au

Assistant Director ICT Systems and Projects

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 01253)

Gazetted: 17 August 2021

Closing Date: 10 September 2021

Details: As a Senior officer within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and Justice and Community Services (JACS) Information and Communication Technology (ICT) Team, you will navigate and promote the ICT services that the Digital, Data and Technology Solutions Group provides. We are looking for someone who will join our established leadership cohort. Ideally, you will have skills in staff development and customer service. These skills will allow you to influence and assist in enabling our Team in delivering high quality ICT services and projects to our Directorate partners.

A typical day may include:

Building rapport and effective relationships across ACT Government agencies, with the ability to influence senior staff and stakeholders.

Managing multiple small IT projects, major changes and complex work requests for agencies, delivering them in a timely and effective manner.

Manage a small team of ICT Support Officers who coordinate, action and monitor ICT Service Requests and assist them with complex technical issues as they arise.

Provide ICT advice and guidance to agency stakeholders.

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

Eligibility/Other Requirements: An ACT Government CMTEDD Baseline clearance is required for this position.

To be successful, you will possess good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will have a flexible mindset and enjoy the challenge of being presented with different problems every day. You will be able to effectively self-manage, prioritise tasks, and escalate problems when needed.

Travel between sites may be required and a driver's licence (C class) is essential.

Notes: This is a permanent position available immediately. A Merit Pool will be established from the selection process and will be used to fill any further vacancies over the next 12 months.

How to Apply: To apply for this role please provide your curriculum vitae including details of two referees and two-page pitch setting out :

- Your skills and experience in leading teams.
- Your skills and experience in stakeholder engagement.
- Your skills and experience identifying and implementing effective business solutions in an ICT environment .

Applications should be submitted via the Apply Now button below.

Contact Officer: Samuel Alwenya (02) 6207 5237 Samuel.Alwenya@act.gov.au

Campaign Marketing Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 01900)

Gazetted: 18 August 2021

Closing Date: 6 September 2021

Details: As a Campaign Marketing Manager at VisitCanberra, we encourage you to play a leading role in working with partners to develop and implement tactical campaigns to drive the growth of Canberra as a leisure destination. You will have endless opportunities to put your creativity, copywriting and organisational skills to the test as you work alongside a high performing team of experienced marketing, PR, digital and design professionals who happen to be Canberra's biggest advocates to execute integrated local, national and international campaigns and programs on time and within budget. Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with creative and media buying agencies, partners, sponsors and internal stakeholders to support the delivery of multiple projects at a time. You will attend local networking functions and events to represent VisitCanberra and establish relationships with industry, stakeholders and partners to develop a strong understanding of Canberra's tourism and events industry needs and how we can work together. Sharing success is a big thing. You will work with the market research and content teams to evaluate and prepare reports on your campaigns, marketing-based partnership activity and marketing projects to help identify and celebrate our wins and guide the development of future marketing activity. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Highly Desirable:

A minimum of five years' experience in Marketing and Advertising and/or related discipline.

Flexible work hours and some interstate travel.

A qualification in Marketing, Public Relations or related discipline.

Current Australian driver's licence.

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

How to Apply: If this sounds like you, please submit your curriculum vitae and an application. Applications must address the “What you require” criteria outlined in the position overview, be no longer than three pages and tell us why you are the right person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helena Cataldo (02) 6205 1885 Helena.Cataldo@act.gov.au

Economic Development

Skills Canberra

Field Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 35746, several)

Gazetted: 16 August 2021

Closing Date: 30 August 2021

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to vocational education and training (VET), adult community education (ACE) and skilled migration in the ACT. Our purpose is to enable skills and workforce development to enhance Canberra's economic and social wellbeing. Our vision is a skilled Canberra for today and tomorrow. As part of the Economic Development Division, our actions facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city. Our operating environment is dynamic and so we are aware, focussed, and flexible. We also like to have some fun along the way. This is a great time to join a branch which engages with and supports a sector that is critical to the quality of life and employment of many Canberrans, and to economic recovery and sustainability. We are looking for the right people to work in our Field Officer team. These people will (among other duties): Engage with Australian Apprentices, employers, registered training organisations, Apprenticeship Network Provider, and schools across the ACT, to support and strengthen understanding of the vocational education and training (VET) system. Educate stakeholders to increase awareness and uptake of VET and, in particular, Australian Apprenticeships. Work with stakeholders to identify, report and resolve issues impacting the successful completion of Australian Apprenticeships. The Position Description contains further details of the role, and of the type of people we are after to fill the positions. Prospective applicants are strongly encouraged to discuss the role with the Contact Officer before applying. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements

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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

An Australian-issued driver licence to operate a vehicle within the ACT.

Evidence of completion of a General Construction Induction Card (White Card), or the ability to obtain this shortly after commencement.

Notes: There is one permanent position available immediately and one temporary position available immediately up to 31 December 2021 with the possibility of extension up to 12 months and or/ permanency. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Our workforce is currently working in a hybrid of home and city office block. The successful candidate will be provided information on how to work from home safely and effectively. The city office block is designed for activity-based working (ABW) where officers do not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: Please provide

Your curriculum vitae.

A maximum three-page response to the ‘Professional / Technical Skills and Knowledge’, and ‘Behavioural Capabilities’ included in the Position Description; and

the names and contact details of at least two referees who can attest to your work performance, ability, and attitude (one of whom is to be a current or very recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Wyman (02) 6205 0081 andrew.wyman@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

Deputy Director-General

Temporary Vacancy (Three months with possibility of extension up to nine months)

Community Services Directorate

Office of the Director-General

Position: E601

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 05 July 2021

An exciting opportunity exists for an experienced Executive to lead the functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours. Applications are sought for the role of Deputy Director-General, Community Services Directorate (CSD).

The Deputy Director-General reports directly to the Director-General and is responsible for leading the Directorate to enable it to meet its strategic objectives and operational requirements.

The Deputy Director-General (DD-G) is a key supporting role in the formulation of policy and planning for the Directorate's functions and programs that involve complex technical and policy issues and are critical to service wide operations and government.

The DD-G will provide strategic leadership to the day-to-day operations of the Directorate and take specific responsibility in assisting and deputising for the Director-General in relation to the full range of functions and programs of the Directorate. The DD-G also provides effective change management oversight for all significant and whole of Directorate business innovation and improvement and will exercise delegated authority to plan, direct and/or execute programs, functions, and support activities.

The successful applicant will demonstrate the ability to exercise high levels of adaptability and flexibility and conceptual, analytical, and creative skills when managing continuing changes in programs, technology development and unknown or conflicting requirements.

The Deputy Director-General is a member of the Directorate's Executive Board.

To apply: Please provide a two-page Expression of Interest detailing your suitability for the role, along with your curriculum vitae and the names of two referees via email, to jo.wood@act.gov.au by COB **Monday 19 July 2021**.

Note: Selection of the successful candidate may be based on application and Referee Reports only.

Remuneration: The position attracts a remuneration package ranging from \$361,128 - \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

Contact Officer: D-G Jo Wood (02) 6205 1974 jo.wood@act.gov.au

Housing ACT

Policy and Business Transformation

Homelessness Services

HAAP Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 19551)

Gazetted: 13 August 2021

Closing Date: 27 August 2021

Details: Homelessness Services is part of the Policy and Business Transformation Branch and plays a pivotal role in ensuring that people who are at risk of or experiencing homelessness in the Canberra community have access to high quality support services that assist in breaking cycles of disadvantage and homelessness.

Situated within Homelessness Services, The HAAP team manages the allocation, rental payments and maintenance of Housing ACT properties head leased to community and government agencies to provide homelessness, disability and other supportive tenancy services. Key activities of the team include:

provision of quality client service, including advice and support to HAAP agencies to assist them in the management of properties and tenancies;

community liaison and partnerships;

application of legislation, housing policy and operating procedures, and

management of allocations, tenancies, accounts, rental payments, rebates and neighbourhood issues, including complaints resolution.

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

How to Apply: Please submit a response to the Selection Criteria of no more than two pages along with a curriculum vitae.

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.

Applications should be submitted via the Apply Now button below

Contact Officer: Michelle McGaurr (02) 6207 1801 Michelle.McGaurr@act.gov.au

Children, Youth and Families

Children and Families

Child and Family Centre's

Team Leader

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 34966)

Gazetted: 17 August 2021

Closing Date: 31 August 2021

Details: The Children and Families Branch provides early intervention and prevention services to ACT children and young people and their families, and services to children with developmental delays. The Branch manages the three Child and Family Centres and the Child Development Service. Child and Family Centres provide a range of universal and targeted services based on the needs of children and their families, with a strong emphasis on providing outreach services in homes, schools and the community. The Centres are staffed by professionals, including social workers, psychologists and maternal and child health nurses and are designed to provide a range of support programs to assist parents and young children (pre-birth to 8 years).

The Role

The Team Leader will report to the Centre manager and work closely with Team Leaders from the other Centres and the broader management team to provide clinical supervision, mentoring and support of workers within the Child and Family Centres, as well as contributing to the professional learning strategies that enhance staff competencies in working with children and families. The position will participate in the development and maintenance of government and community partnerships, program planning, review and evaluation and will be an active member of the management team within the unit. This position is based at Gungahlin CFC three days per week. The successful applicant will also be required to support staff and programmes as needed two days per week at TCFC and WBCFC based on requirement.

Eligibility/Other Requirements

Essential qualifications and experience:

Health Professional Level 4: Social work degree or related discipline with eligibility for membership of the Australian Association of Social Workers.

Minimum of 3 years practice experience in a relevant field.

Current Driver's Licence

Notes: This is a temporary position available immediately up till February 2022. A Merit Pool may be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page expression of interest outlining your experience and skills against the Selection Criteria, keeping in mind the duties outlined in the Position Description attached, along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gerard Nolan (02) 6205 0229 gerard.nolan@act.gov.au

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: 26671)

Gazetted: 12 August 2021

Closing Date: 26 August 2021

Details: Business Support is the central business unit for the Children, Youth and Families division and is the office responsible for providing support to the Executive Group Manager. The unit provides coordination and management of matters relating to Government and Assembly business and contributes to the development of whole of government strategic policy initiatives. The Senior Officer Grade A (SOGA) Senior Director role is responsible for providing strong leadership in supporting the Executive Group Manager to deliver the Strategic Plan. The role will be required to work across all Branches to ensure Children, Youth and Families has the capability to meet statutory obligations. The Senior Director will lead the development and maintenance of strategic relationships across government and the community sector. The position will require a person with significant experience in managing, developing, implementing and monitoring strategic policy and coordination activities. The position is responsible for leading, mentoring and supporting staff in the Business Support team, and reports to the Executive Group Manager.

Eligibility/Other Requirements:

Extensive leadership and program management experience at a senior level with demonstrated experience in managing high level strategic and complex government initiatives.

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 registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people

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

Desirable qualifications and experience but not essential:

Relevant tertiary qualifications in a related field e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

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

Current driver's licence.

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Pappas (02) 6205 6922 Helen.Pappas@act.gov.au

Executive Branch Manager, Family Safety

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E1127)

Gazetted: 18 August 2021

Closing Date: 19 August 2021

Details: The Community Services Directorate has an exciting opportunity to join the Family Safety Branch for a long-term contract of five years.

The Office of the Coordinator-General for Family Safety supports the Coordinator General. The Office leads and improves an informed, capable, and connected response to address domestic and family violence in the ACT. The Office provides strategic leadership coordination, policy analysis and innovation expertise to drive cultural change and system reform. The role of the Office includes developing new and sustainable ways of working across government and community that focuses on intervening earlier, reducing barriers to access, joining up and integrating services, responding to diverse needs, maximising collective impact and holding perpetrators to account.

The Executive Branch Manager, Office of the Coordinator-General for Family Safety will support and represent the Coordinator-General for Family Safety, liaising with government and non-government stakeholders to ensure effective consultation and engagement processes are in place. The Executive Branch Manager will also provide strategic policy advice to inform office priorities; have oversight of the Office's responsibilities for ACT reporting on implementation of agreed recommendations and strategies, including national commitments; and develop key whole of government outcomes to drive cultural change.

To be successful in this role, you will have extensive experience human services service delivery and program management and an understanding of the relationships between the Directorate, Government, portfolio Ministers and community agencies and peak bodies. You will also be able to demonstrate superior management and

leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills.

Remuneration: The position attracts a remuneration package ranging from \$254,933 to \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

Note: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly. Part-time and job share arrangements will be endorsed.

How to Apply: Please submit a two-page written response detailing your skills and experience against the executive capabilities along with your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Windeyer (02) 6207 6213 kirsty.windeyer@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

SYSTEM POLICY AND REFORM DIVISION

ENROLMENTS AND PLANNING BRANCH

Director, Schools Planning

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 45846)

Gazetted: 18 August 2021

Closing Date: 27 August 2021

Details: The ACT Public Education system is growing at a rapid pace with enrolments increasing by 30 per cent over the last decade. This growth is forecast to continue with the Enrolment and Planning Branch working to support the planning for new, expanded and modernised school infrastructure needs that will be required in the coming years. The Director position in the Schools Planning Team will contribute to developing policy advice on managing student demand and school infrastructure planning.

Eligibility/Other Requirements:

We are open to those who have strong general capabilities and a background in education or infrastructure planning is not necessary. Knowledge of urban planning and/or demographics is desirable.

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

How to Apply: To express interest in this position, please provide a statement of no more than one page outlining relevant experience and/or ability in Schools Planning and a current Curriculum Vitae/Resume including referees.

If you are interested in applying for this position, please email your interest by Friday 27 August 2021 to

Sean.Das@act.gov.au

Applications should be sent to the Contact Officer.

Contact Officer: Sean Das (02) 6207 7462 Sean.Das@act.gov.au

Service Design and Delivery

Student Engagement

Disability Education

Senior Director Inclusion

Senior Officer Grade A \$153,041, Canberra (PN: 48133)

Gazetted: 17 August 2021

Closing Date: 24 August 2021

Details: The Senior Director Inclusion, under broad direction, is responsible for the management of policy implementation and projects and the provision of advice to senior executive in the area of Disability Education as well as oversight of the operational components of inclusive education processes. This work takes a student focused and evidence-based approach to support inclusive education and student engagement in all ACT government schools.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months 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: Please submit a current curriculum vitae details of two referees and a response to the Selection Criteria (maximum three pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Seton n/a edudseoffice@act.gov.au

Business Services Division

Finance and Corporate Support

Strategic Procurement

Senior Director, Goods and Services Procurement

Senior Officer Grade A \$153,041, Canberra (PN: 52881)

Gazetted: 17 August 2021

Closing Date: 31 August 2021

Details: The Education Directorate is seeking a Senior Director to provide strategic, innovative and compliance-based advice to the Education Support Office and 90 ACT Public Schools.

The Senior Director is responsible for a diverse portfolio including goods and services procurement, management of the out of school hours care engagement framework, oversight of the community use of school facilities policy and procedure and numerous opportunities to identify and implement business improvements in the school setting and Education Support Office.

If you are proactive, skilled in building relationships, and experienced in working on complex program issues, we want to hear from you.

Notes: This position will be operating from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Staff are currently working primarily from home due to the COVID-19 restrictions, please discuss any concerns or questions you may have with the Contact Officer.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Please submit a two-page response to tell that selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role.

Applicants must submit a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), any qualifications and two referees including their contact details. We will assess your suitability for this position by looking at your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Watson (02) 6205 9811 Sarah.Watson@act.gov.au

UCSSC Lake Ginninderra College

Administrative Support Officer

Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: 52819)

Gazetted: 12 August 2021

Closing Date: 19 August 2021

Details: UCSSC Lake Ginninderra is a Senior Secondary College situated centrally in Belconnen with approximately 650 students and 80 staff. The College is a University of Canberra (UC) Affiliated School, and the site includes the Academy of Future Skills, Registered Training Organisation (RTO – Belconnen), the Academic Excellence Program and Sporting Centres of Excellence. The College has positive partnerships between community organisations and key stakeholders and the site is set up for community use. The College values to connect, innovate and impact underpin our learning and working environment. The Education Directorate delivers high quality education services through government schools, registers non-government schools and administers vocational education and training in the ACT.

The Directorate's intent is that:

Every child, young person and adult will benefit from a high quality and accessible education, childcare and training system

Every student will learn, thrive and be equipped with the skills and attitudes to lead fulfilling, productive and responsible lives

Our highly educated and skilled community will contribute to the economic and social prosperity of our city and the nation. Support staff assist with meeting the academic, learning programs and wellbeing needs of the students, and processes and procedures in the running of a college. The administration support officer will work on daily operations and management of the front reception office. You will be required to work collaboratively, have strong written and verbal communication skills, and work with initiative and flexibility. A proven ability to work within a busy environment with competing demands, sound use of ICT, business administration and database management will be an advantage. The successful applicant will possess excellent communication skills, a proven ability to manage and diffuse difficult situations, well-developed problem-solving skills and able to follow through to resolution, demonstrated experience in working in fast paced operational environments that are face to face customer focused and the ability to use tact and discretion in seeking co-operation or requesting information from a variety of sources would be required. The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation as well demonstrate the related signature behaviours.

Eligibility/Other Requirements:

What you will do:

This position is varied and includes front line and administration support and the day-to-day coordination of a fast-paced education workplace.

Provide a confidential customer focus with a high level of client service to the school community and external stakeholders.

Work as part of a team to provide operational, administrative, financial, and technical support to the College.

Work collaboratively with team members including the Business Manager and the Finance Officer in the preparation of statements and returns and help in the management and facilitation of the community use of school facilities. This includes office administration, excursion applications, on time delivery and coordination of projects.

Provide computer tasks including input of student/school information on directorate databases, collecting data and information, and preparing reports as required.

What You Will Require

The successful applicant will provide high level customer service, display initiative, work within a team environment, organise workloads, set priorities and meet deadlines under minimal supervision. High level interpersonal and oral and written communication skills. Act with integrity, sensitivity and confidentiality particularly in relation to personal information and dealings with internal and external stakeholders. High level of organisation skills and attention to detail. The capacity to use appropriate computer technology in the preparation of reports, spreadsheets, and databases such as the Directorate's ICT systems. Experience in a school setting highly desirable. Demonstrated drive and flexibility to work both independently and collaboratively to support the College. Work collaboratively and contribute to the team as operationally required. Ability to apply equity and diversity, participative management and occupational health and safety principles and practices in the workplace.

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

How to Apply: The online application form requires a written response addressing the Selection Criteria and a curriculum vitae to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Burke (02)6142 0222 Nicole.Burke@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Director, People and Capability and Corporate Services

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 51324)

Gazetted: 18 August 2021

Closing Date: 6 September 2021

Details: Are you looking to work in an exciting organisation and motivated team in the field of human resources and corporate services? If so, then this role may be for you!

The Governance and Corporate Services Branch is an innovative, engaged and professional team who come from a wide variety of backgrounds. The Governance and Corporate Services branch is responsible for supporting the Board, Human Resources (HR) functions, WHS, corporate support, procurement, legal services, project management office and overall governance for the Agency including overseeing the day-to-day operations of the business. We are looking for a leader and manager who demonstrates sound experience in human resources and experienced in implementing HR initiatives, respond to employee relation/wellbeing matters. You will need to be energetic, collaborative and a positive team player who enjoys working in small and action-packed teams. Being able to think on your feet, problem solve and make sound decisions is essential. Your written, liaison and influencing skills will be of a high standard including the ability to form relationships quickly across the Agency and ACTPS. You will possess a strong understanding of relevant legislation, be able to interpret and provide advice as required. This role is diverse and offers accountable autonomy to influence and implement significant HR initiatives. To do so you will need to be strategic in planning, engaging, and managing specialist providers and consultancies to support human resource initiatives and training. The role will oversee a small team and reports to the Senior Director, People and Capability and Corporate Services. You will also work collaborate with the Director of Work Health and Safety on wellbeing initiatives. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Highly Desirable:

Relevant HR qualifications or extensive HR experience in a similar role.

Relevant Project Management, Change Management or Business qualifications.

Notes: A Merit Pool may 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 will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a statement of claims (maximum two pages) against the Professional and Technical Skills, Knowledge and Behavioural Capabilities outlined in the Position Description, contact details of two recent referees and a current curriculum vitae.

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

Contact Officer: Michelle Caulfield (02) 6207 7613 Michelle.Caulfield@act.gov.au

Development and Implementation

Implementation Coordination

Project Officer

Infrastructure Officer 2 \$89,008 - \$102,403, Canberra (PN: 45270)

Gazetted: 18 August 2021

Closing Date: 1 September 2021

Details: The role of this position is to assist the Implementation Coordination team in delivering complex urban renewal projects and to manage the delivery of smaller projects in the Urban field. Key areas of focus include: Undertaking project management tasks including procurement, contract management, liaison with other parts of Government, management of external suppliers and other project management duties as required. Assisting with the preparation and regular updating of project plans outlining outcomes, identified risks, budgetary matters and matters affecting the successful completion of projects within the identified timeframes. Analysing and verifying information to support complex negotiations and high-level meetings.

Eligibility/Other Requirements:

Pre-requisite Qualifications and/or Experience Positions classified as an Infrastructure Officer require the occupant to: 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.

Highly Desirable:

A minimum of five years' experience in a relevant field.

Relevant tertiary and/or professional qualifications are highly desirable e.g. planning or environmental design, planning and project management.

Notes: This is a temporary position available from 1 October 2021 until 30 June 2022. Selection may be based on

written application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide their curriculum vitae, including the name and contact details for two referees, along with a written statement of claims of **no longer than two A4 pages in total**. Applicants should show evidence of their skills, knowledge and experience with consideration for the Position Description and Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Graham Mundy (02) 6207 0241 Graham.Mundy@act.gov.au

Communication, Engagement and Media

Communication and Engagement Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 42973)

Gazetted: 16 August 2021

Closing Date: 30 August 2021

Details: The communication and engagement team is looking for an innovative, responsive and customer focused communicator who can deliver quality communications for the directorate and our Ministers' offices. Under direction, in this role you will: develop, implement and evaluate communication and engagement strategies provide advice and assistance to staff on communications activities build and maintain relationships with key stakeholders, including Ministers' offices, executives, internal business areas and community groups to ensure communication requirements are met provide project management and logistics support to deliver communication and engagement activities support other team members on joint projects when required maintain records in accordance with the *Territory Records Act 2002* undertake other communication and engagement activities as directed.

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 Requirement:

Highly Desirable:

Tertiary qualifications in communications, public relations or journalism, marketing, with experience in the delivery of community engagement and education campaigns.

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

This position works in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please demonstrate, in no more than two pages, how you address the Selection Criteria and why you are a good fit for the role. We encourage you to be creative with your Expression of Interest.

Commitment to realising EPSDD's mission to be informed, connected and innovative.

Excellent written and oral communication skills, with the ability to adapt key messages to suit a wide range of audiences.

Demonstrated liaison skills to develop and maintain good working relationships with the team's clients and customers.

Experience in successfully developing and implementing communication strategies.

Demonstrated ability to work independently and in a busy team, managing competing priorities while achieving quality outcomes.

Commitment to implementing the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the *Territory Records Act 2002*.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Jack (02) 6205 4495 laura.jack@act.gov.au

Environment

ACT Parks and Conservation Service

National Parks and Catchments / Tidbinbilla Nature Reserve

Threatened Species Officer

Technical Officer Level 2 \$65,966 - \$75,539, Canberra (PN: 40973, several)

Gazetted: 12 August 2021

Closing Date: 26 August 2021

Details: The ACT Parks and Conservation Service (PCS) is seeking dynamic and experienced team player to contribute to wildlife conservation initiatives at Tidbinbilla Nature Reserve (TNR). TNR's Threatened Species Program focuses on the recovery of threatened species through breeding programs, conservation research, and education. Managed by a team of skilled and experienced staff the program works collaboratively with a broad range of stakeholders, research institutions and organisations to manage various innovative conservation projects including recovery programs for the Southern Brush-tailed Rock-wallaby, Northern Corroboree Frog and Grassland Earless Dragon and the development of a 120Ha safe haven for critically endangered wildlife – one of the ACT governments flagship projects. The position available are outcome focused but also have an emphasis on teamwork and flexibility. Suitable candidates will be placed on a TO2 Merit Pool which will be used to fill permanent and temporary vacancies with possibility of further extension or permanency. The Merit Pool list is valid for a twelve-month period. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we encourage people from an Aboriginal or Torres Strait Islander background, and / or People with Disability, to apply.

Eligibility/Other Requirements:

Tertiary qualifications in the field of Environmental Management, Wildlife Biology or Ecology is required, with honours or Masters level qualifications desirable. The successful applicant will be required to undertake after-hours incident management duties, work a shift roster and wear a uniform. Manual driver's licence is also required.

Notes: An 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 submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: SarahA May (02) 6205 3880 SarahA.May@act.gov.au

Statutory Planning

Office of the Surveyor General and Land Information

Administrative and Land Information Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 47488)

Gazetted: 12 August 2021

Closing Date: 26 August 2021

Details: The Office of the Surveyor-General and Land Information looking for a motivated person to work in a small team focused on delivering high quality and timely land information services to underpin ACT Government land and development initiatives and programs. The position will be at the ASO4 level and part-time at a maximum of 3 days per week.

Notes: This is a temporary part time position at (22:07) hours per week available for a period of 12 months with the possibility of permanency, the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on the written application and referee reports only. This position will be located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: Please submit a pitch as a response to the Selection Criteria. The maximum word length of the pitch should not exceed 500 words. (Approximately 2 pages). in addition please include a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Ledwidge (02) 6205 0083 greg.ledwidge@act.gov.au

Environment, Heritage and Water

ACT Heritage

Registrations

Research and Assessment Conservation Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 28313)

Gazetted: 12 August 2021

Closing Date: 2 September 2021

Details: ACT Heritage administers the provisions of the *Heritage Act 2004* (the Act) and assists in the recognition, protection, conservation and celebration of the ACT's unique heritage places and objects to ensure their identification, assessment, conservation and promotion for present and future generations. The section manages the ACT Heritage Register and the existing Heritage Register Database (HERO) and also coordinates the annual Canberra and Region Heritage Festival and administers the annual funding of the ACT Heritage Grants Program. Under the Act, the ACT Heritage Council (the Council) administers certain provisions, while the Minister for Heritage administers others. The Heritage section supports both, providing administrative and secretariat functions to the Council and advice to the Minister.

The Heritage section also supports heritage property owners and the community with advice, assistance and information, including:

- heritage registration and how it may affect property;
- the potential impact of development on heritage property;
- the significance of heritage places and objects (natural, Aboriginal and historic); and
- eligibility for heritage grants and awards.

Who we are

We are an experienced, professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

What we offer

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

A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

The Position

The Research and Assessments Conservation Officer works in the Registrations team and undertakes assessments of places and objects nominated to the ACT Heritage Register.

The position is responsible for:

- Providing high quality advice to the ACT Government and ACT Heritage Council about heritage significance and conservation management, especially in relation to historic heritage places and objects within the ACT.

- Assisting with the administration of the Heritage Act 2004 in relation to the registration of heritage places and objects, especially historic heritage places and objects.

- Assisting in the development of policy and procedures for the management of historic heritage places and objects.

- Representing ACT Heritage, as required, at meetings with the ACT Heritage Council, Government agencies, community organisations and individuals.

- Responding to public enquiries on heritage issues and assisting in the development and implementation of projects that conserve and promote heritage within the ACT community.

- Carrying out the duties of an authorised officer under the Heritage Act 2004.

Notes: This is a temporary position available from 5 October 2021 up to 30 June 2022.

How to Apply: Applicants should address the selection criteria with a maximum of 300 words per criterion.

Experience in the identification, significance assessment and conservation planning for heritage places and objects.

Demonstrated experience in, and the ability to undertake, analytical research in relation to heritage issues including administering provisions of the *Heritage Act 2004*.

Well developed communication, negotiation, representation and liaison skills.

Well developed project and administrative skills including experience in administering statutory processes.

Demonstrated ability to work independently or as part of a small team and experience in coordinating small numbers of staff in a project team.

Maintain records in accordance with the *Territory Records Act 2002*.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daisy Chaston (02) 6207 7379 daisy.chaston@act.gov.au

Executive Group Manager, Statutory Planning

Executive Level 2.2 \$291,186 - \$302,749 depending on current superannuation arrangements, Canberra (PN: E700)

Gazetted: 12 August 2021

Closing Date: 19 August 2021

Details: The Executive Group Manager, Statutory Planning is responsible for the delivery of the development assessment and lease administration functions of the Territory. The position provides oversight to the Office of the Surveyor General and Land Information. The position reports to, and works closely with, the Deputy Director-General, Planning and Sustainable Development.

Essential qualities include exceptional judgement, risk engagement, ability to quickly grasp complex concepts and a determined focus on finding great solutions for the Canberra community. An understanding of territory planning, and land management will be beneficial.

As the Executive Group Manager, Statutory Planning, you will illustrate leadership and executive management skills, backed with the ability to support the culture and direction of the Directorate.

Remuneration: The position attracts a remuneration package ranging from \$291,186 to \$302,749 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$231,249.

Note: This is a temporary opportunity available for a maximum of nine months, from 1 September 2021 to 1 May 2022. Selection may be based on written application and referee reports and is only open to current ACTPS employees.

How to Apply: Interested candidates should submit an EOI that responds to the requirements of the role and how you will fulfil these (maximum two pages), a copy of a current curriculum vitae, two referees and confirmation of availability.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Brady, Deputy Director General – Planning and Sustainable Development (02) 6205 4522
erin.brady@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

Corporate

ICT Capital Works and Infrastructure

Project Manager

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 19221)

Gazetted: 18 August 2021

Closing Date: 1 September 2021

Details: ICT Capital Works and Infrastructure are seeking a motivated and enthusiastic person to fill the role of Project Manager. The Project Manager is responsible for managing and coordinating a variety of projects, such as the ACT Policing (ACTP) projects, environmental contamination projects and strategic infrastructure study. The roles require excellent project management, stakeholder management, negotiation, written and verbal communication skills, representation skills and a thorough knowledge of procurement processes.

The Project Manager will have experience and knowledge in developing and executing strategies and long term plans, providing high level advice and direction and forging strong working relationships with internal and external stakeholders. The Project Manager will be self-motivated, responsive, show initiative and resilience and exercise sound judgement and have personal drive. The Project Manager will have the ability to work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals. The Project Manager will work effectively within a team and will contribute to establishing a positive work culture and continuous improvement of the team operation.

Eligibility/Other Requirements: Possession of relevant project management qualification or accreditation with a professional body recognised within Australia is highly desirable.

Notes: This is a temporary position available for a period of 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 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a response, no longer than two pages, outlining how you meet the Behavioural Capabilities, Technical skills and knowledge components outlined in the Position Description. You should also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kuga Kugathas (02) 6207 1755 kuga.kugathas@act.gov.au

ACT Courts and Tribunal

Registrar's Office (Magistrates Court)

Senior Director Legal

ACT Courts and Tribunal Legal 2 \$150,570 - \$156,758, Canberra (PN: 42375)

Gazetted: 17 August 2021

Closing Date: 2 September 2021

Details: The ACT Magistrates Court is seeking applications for the position of Senior Director Legal, Magistrates Court. The position is available ASAP for up to 12 months with the possibility of permanency.

The successful applicant will: Exercise the statutory powers and delegated judicial powers of a deputy registrar of the ACT Magistrates Court, Industrial Court, Family Violence Court, Coroner's Court and Children's Court; and Provide high level policy and legal advice on questions of law/justice administration, practice and policy on matters affecting the ACT Courts.

Eligibility/Other Requirements: To be successful in the role, the Senior Director - Legal will possess excellent interpersonal and communication skills, be self-motivated, have sound judgement and professional resilience and be an effective team member. You will also need to be admitted as a practitioner of the High Court or the Supreme Court of an Australian State or Territory and have at least five years post qualification in law.

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

How to Apply: Interested applicants should provide a supporting statement of no more than four pages outlining practical experience, examples and motivation for the role, contact details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Banks (02) 6207 1203 Helen.Banks@courts.act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties, Canberra (PN: 48655, several)

Gazetted: 16 August 2021

Closing Date: 2 September 2021

Details: ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency we work closely with the other emergency services 24 hours a day, 7 days a week. ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

The location: Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be. If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring

the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

Eligibility/Other Requirements: ACTAS is seeking applications from experienced paramedics to join the service in the position of Ambulance Paramedic (lateral recruit). To be successful in your application you will:

Be a registered paramedic with Ahpra (or eligible to obtain registration),

Have successfully completed a minimum of 12 months as a qualified paramedic (i.e. 12 months of unsupervised practice after achieving an authority to practice),

Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience),

Be a team player capable of embracing the ACTAS leadership framework, and

Meet all criteria stated in the respective Position Description.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

How to Apply: Applications must be submitted via the jobs@act.gov.au website prior to the advertised closing date and should be marked CONFIDENTIAL. The following documents are required:

A completed Application Cover Sheet (note: this is automatically generated by the "Apply Now" button);

A two (2) page A4 statement (minimum size 12 font) addressing the above two capabilities for this position, showing your experience and what you can bring to the position of Ambulance Paramedic with ACTAS;

A brief employment history/curriculum vitae (not more than two (2) pages);

Copy of your baseline qualification as a paramedic (e.g. Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification);

A scanned copy of your Ahpra registration (or application receipt); a scanned copy of both sides of your Class C (or interstate equivalent) driving licence;

A points demerit transcript from the relevant motor registry authority in your state, territory or country;

Evidence of current immunisations which should include Tetanus, Hepatitis B and most recent influenza;

Completed Statutory Declaration (attached);

A copy of your current authority to practice / certificate to practice as a paramedic issued by your employer; and

A completed personal and medical information release consent form (attached). Justice and Community Safety Directorate Position Description Version 1.0 – November 2018

NB: Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Brown (02) 6207 8443 jacsactasrecruitment@act.gov.au

ACT Corrective Services

Offender Reintegration

Senior Director, Clinical Governance

Senior Officer Grade A \$153,041, Canberra (PN: 39828)

Gazetted: 16 August 2021

Closing Date: 1 September 2021

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the role of Senior Director, Clinical Governance within Offender Reintegration. The successful applicant will be responsible for ensuring all phases of program development and delivery consider issues related to clinical content and practice. In doing so, you will implement and monitor the ACTCS Offender Reintegration Clinical Governance Framework and related activities. In addition, the Senior Director, Clinical Governance, is responsible for organisational strategy, governance, service delivery and a range of quality improvement initiatives related to clinical activities across the organisation.

You will be required to liaise with internal and external departments and agencies and ensure ACTCS provides services that are relevant, effective, evidence based and provide value for money for the community. Further to this, you will provide advice and support, undertake clinical audits and ensure all activities are in line with best practice initiatives.

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also demonstrate experience and knowledge of clinical governance principles and quality improvement processes, including the demonstrated ability to deliver successful outcomes.

Eligibility/Other Requirement:

- Tertiary qualifications in psychology, social work or a related discipline are highly desirable.
- The successful candidate will be required to undergo a criminal record 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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This position will be filled at either the Health Professional Level 6 or the Senior Officer Grade A classification dependant on the Skills, Qualifications and Experience of the successful applicant.

How to Apply: Applicants are required to submit the following: 1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items. Please specify which classification you are applying for (HP6/SOGA) and ensure relevant qualifications are attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narelle Pamplin (02) 6205 0197 narelle.pamplin@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Intensive Care Paramedic 1 \$91,392 - \$101,265 plus penalties, Canberra (PN: 38953, several)

Gazetted: 16 August 2021

Closing Date: 2 September 2021

Details: ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency we work closely with the other emergency services 24 hours a day, 7 days a week. ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region. We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be. If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

Eligibility/Other Requirements ACTAS is seeking applications from experienced intensive care paramedics to join the service in the position of Intensive Care Paramedic (lateral recruit). To be successful in your application you will:

Be a registered paramedic with Ahpra (or eligible to obtain registration),

Be able to provide evidence of having worked within a statutory ambulance service with an independent authority to practice at the level of Intensive Care Paramedic with a minimum of 12 months full time equivalent service in that role,

Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience),

Be a team player capable of embracing the ACTAS leadership framework, and

Meet all criteria stated in the Position Description.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

How to Apply: Applications must be submitted via the website prior to the advertised closing date and should be marked CONFIDENTIAL.

The following documents are required:

A completed Application Cover Sheet (note: this is automatically generated by the "Apply Now" button below).

A two (2) page A4 statement (minimum size 12 font) addressing the above two capabilities for this position, showing your experience and what you can bring to the position of Intensive Care Paramedic with ACTAS.

A brief employment history/curriculum vitae (not more than two (2) pages).

Copies of your baseline qualification as a paramedic (e.g. Diploma of Paramedical Science, Bachelor of Paramedical Science, or equivalent post graduate qualification) AND your qualification as an Intensive Care Paramedic (minimum of an Advanced Diploma of Paramedical Science).

A scanned copy of your Ahpra registration (or application receipt).

A scanned copy of both sides of your Class C (or interstate equivalent) driving licence
A points demerit transcript from the relevant motor registry authority in your state, territory, or country;
Evidence of current immunisations which should include Tetanus, Hepatitis B and most recent influenza.
Completed Statutory Declaration (attached in Position Description).
A copy of your current authority to practice / certificate to practice as an Intensive Care Paramedic issued by a statutory ambulance authority; and
A completed personal and medical information release consent form (attached in Position Description).

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Brown (02) 6207 8443 jacsactasrecruitment@act.gov.au

Public Trustee and Guardian

Wills, Estates and Trusts

Estate and Trust Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 42513, several)

Gazetted: 16 August 2021

Closing Date: 30 August 2021

Details: The Public Trustee and Guardian is an ACT independent statutory office that provides trustee, guardianship, financial management and estate administration services to the ACT community.

We have a temporary vacancy for a motivated and organised person to work as an Estate and Trust Officer in our Wills, Estates and Trusts Unit. This is a busy unit delivering a range of services including Deceased Estate administration; preparation of Wills and Enduring Powers of Attorney, Trust administration and administration of Confiscated Criminal Assets and facilitate funerals for Unclaimed Bodies. We also help to raise awareness in the community about the importance of having a valid and up-to-date Will and Enduring Power of Attorney. In this role, the successful applicant will, as part of an estate or trust administration team, administer less complex trusts and deceased estates and will receive training to undertake these functions. Prior experience in Wills and estate administration is not a prerequisite to the position. Rather, if you can demonstrate a willingness to learn and meet the Behaviour Capabilities, Technical skills and Knowledge components outlined in the Position Description, we encourage you to apply. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirement: 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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: There are several positions available for filling. There is one expected permanent position, one temporary position commencing immediately to October 2021 with the possibility of extension up to 12 months and/or permanency and one expected temporary position available until June 2021. An order of merit may be established from this selection process which 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 statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Position Overview, Knowledge and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alicia Beauchamp (02) 6207 9800 alicia.beauchamp@act.gov.au

Welfare Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 37131)

Gazetted: 12 August 2021

Closing Date: 26 August 2021

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and values-driven professional to join Custodial Operations as a Welfare Officer at the Alexander Maconochie Centre (AMC).

The successful applicant will provide welfare support to detainees held on remand at the AMC and support detainees to access appropriate services, both within and outside the AMC.

In addition, you will liaise with external stakeholders relating to detainees and their needs, to inform and engage them effectively in the ACTCS integrated Throughcare approach to case management.

Further to this, you will facilitate a detainee's needs assessment and build rapport with detainees to motivate and encourage them to address their needs and engage in the services available at the AMC.

To be successful, you will have the ability to think and act in a busy operational environment, possess excellent interpersonal, organisational and communication skills necessary with a diverse range of clients and stakeholders and a demonstrated ability to manage personal work priorities.

Eligibility/Other Requirements:

Demonstrated experience and/or willingness to work with detainees is essential.

The successful candidate may be required to undergo a National criminal record 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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

A current driver's licence is essential.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Veenstra (02) 6207 0684 Natalie.Veenstra@act.gov.au

Senior Director Crime Prevention and Policing

Senior Officer Grade A \$153,041, Canberra (PN: 08107)

Gazetted: 12 August 2021

Closing Date: 19 August 2021

Details: The Justice Reform branch drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers policy and program initiatives related to reducing recidivism, crime prevention, Aboriginal and Torres Strait Islander justice, restorative practices and victims of crime. It is also responsible for publishing criminal justice statistics and manages the ACT's contract with ACT Policing. The Senior Director will be a temporary position responsible for coordinating effective implementation of Justice and Community Safety (JACS) Directorate obligations in relation to crime prevention. The Senior Director will provide leadership to drive a strategic reform focused on working with justice portfolio agencies and collaborating across business units responsibilities for the delivery of justice outcomes and actions. This is an opportunity to join a dynamic team and deliver policy and programs that make a significant contribution to the Government's justice reform agenda with a tangible impact on the community.

Eligibility/Other Requirement: Relevant qualifications and/or equivalent experience are desirable.

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

How to Apply:

Your application should include:

a cover letter [maximum three pages] responding to the Selection Criteria and desirable requirements as detailed above.

an up-to-date curriculum vitae of no more than five pages which clearly details your skills and experience as relevant to this role.

Late submissions will not be accepted.

Applications should be submitted via the Apply Now button.

Contact Officer: Kathryn Johnson (02) 6205 1451 kathryn.l.johnson@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

Infrastructure Delivery Partners

Executive

Executive Assistant

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 01937)

Gazetted: 18 August 2021

Closing Date: 1 September 2021

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Office of the Executive Group Manager, Infrastructure Delivery Partners / ACT Chief Engineer provides strong leadership to ensure that Infrastructure Delivery Partners is a customer focused, responsive and innovative organisation that can be relied upon. The Executive Group Manager, Infrastructure Delivery Partners reports to the Chief Project Officer, Major Projects Canberra and is also accountable to the Head of Service while leading an executive team.

The Executive Assistant is responsible for providing high-level executive and administrative support to the Executive Group Manager, Infrastructure Delivery Partners/ACT Chief Engineer. Working closely, under limited supervision, with the Executive Officer and the Group's Executive Branch Managers, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the EGM including strategic appointment bookings and meetings.

In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas and minutes, reports, briefs as well as facilitation of ministerial correspondence.

The role requires an ability to prioritise while supporting a diverse team with variable requirements. A high level of independence and impartiality is also important.

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 in a similar role would be highly desired.

Notes: This is a temporary position available for a period of six 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 12 months.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Selection Criteria, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Piani (02) 6207 8944 adrian.piani@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and Business Services

Transport and Business Services

Domestic Animal Services Ranger

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 33668, several)

Gazetted: 18 August 2021

Closing Date: 3 September 2021

Details: Are you interested in working with people and animals? Do you enjoy being part of a responsive and proactive team? Then the Domestic Animal Service (DAS) Ranger position might be the job for you.

Are you looking for a job where no two days are the same? Where you get the opportunity to engage and educate the community promoting responsible pet ownership? Domestic Animal Services (DAS) Rangers administer a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety. We also investigate alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992* and ensure that animals are compliant with registration and licensing requirements.

If this sounds like the challenge you are ready for, come and join our dynamic operational team delivering services to our city keeping people and animals safe. 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 in a regulatory environment desirable

Affinity with animals

Ability to work in a team

Must be able to work a rotating roster with some outside hours work

Must wear a uniform.

Notes: This is a permanent position available immediately. There may also be opportunity for temporary positions of varying duration with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two to three-page application addressing the Selection Criteria providing examples demonstrating your suitability and experience. You can find the Selection Criteria in the 'What you require' section of the Position Description. You will also need to provide a current Curriculum Vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Symes (02) 6207 8716 Adam.Symes@act.gov.au

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

TCBS

Transport Canberra

Strategy, Planning and Policy

Director Strategy, Planning and Policy

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 39448)

Gazetted: 16 August 2021

Closing Date: 8 September 2021

Details: The Director Strategy, Planning and Policy will work closely with the Senior Director Strategy, Planning and Policy and a small team to develop the Public Transport Strategy, supporting policies and plans, as well as monitor public transport performance. The Director Strategy, Planning and Policy plans, co-ordinates and delivers detailed, complex, technical and sensitive projects that impact on and align with strategic or operational outcomes for Transport Canberra, such as the transition to zero emission public transport and other high-profile projects. The Director Strategy, Planning and Policy will lead the development and implementation of transport related policies, planning advice and budget proposals, across the Transport Canberra portfolio, using end-to-end design thinking and focused on user experience. The Director Strategy, Planning and Policy assists the Senior Director and other Transport Canberra executive in maintaining key stakeholder relationships across the Territory, resolves issues and delivers quality outcomes consistent with the strategic direction of Transport Canberra. Experience in, or knowledge of, government processes including policy and project development and budget proposals is highly desirable.

Transport Canberra is dynamic and fast changing and therefore, the successful applicant needs to demonstrate the ability to work flexibly, be innovative and outcome focused. As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for motivating a team and providing appropriate support and guidance throughout the various phases of program and project delivery. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered and people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: To apply please submit a curriculum vitae and pitch addressing demonstrated experience in the following criteria:

Delivering complex business outcomes and projects, understanding and balancing the needs of the community and operational resources to deliver optimal strategic public transport solutions

Well-developed commercial skills and the ability to innovate for business improvement, delivering quality solutions on time and within budget

Highly developed written and verbal communication skills, along with the ability to prepare policies, procedures and other complex written documentation

Well-developed management, organisational and problem-solving skills with a demonstrated ability to be proactive, flexible and manage competing priorities.

Well-developed interpersonal, and oral and written communication skills, and a demonstrated ability to work with people across different levels and contribute as a member of a small team.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity (RED) Framework, participative work practices and Work Health and Safety policies.

Applications should be submitted via the Apply Now button below.

Contact Officer: ShelleyA Kennedy +61439271942 shelleya.kennedy@act.gov.au

Transport Canberra and Business Services

Bus Operations

Vehicle Cleaner Fueller

EGSO4.2 - EGSO4.4 - Workshop Staff \$71,702 - \$73,509, Canberra (PN: C10942, several)

Gazetted: 16 August 2021

Closing Date: 23 August 2021

Details: Transport Canberra is looking for new and experienced casual Vehicle Cleaner Fuellers to join our team.

Transport Canberra has upcoming vacancies for casual positions at both North and South Depots. Transport Canberra is establishing a pool of suitable applicants to become cleaner fuellers. These positions are casual with a possibility of permanency. Working to rotating rostered shifts, from early morning to late at night including regular weekend rostered overtime, the successful applicants will be required to perform duties associated with the daily cleaning, fuelling and detailing of Transport Canberra's bus fleet. The successful applicants will be able to maintain a high degree of reliability and consistency in following cleaning procedures and be able to work under limited supervision. This position is required to work under time pressure and is exposed to temperature and weather changes throughout the year. These positions are generic across the Transport Canberra's fleet services team and applicants may be required to rotate within Transport Canberra to any designated location as directed.

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

Eligibility/Other Requirement:

- Possession of a current motor vehicle licence and the ability to obtain and hold a Transport Canberra yard licence.
- Work rostered shifts, from early morning to late at night including regular weekend rostered overtime.
- Successful applicants may be subject to undertake a range of pre-employment assessment activities to determine their suitability to the position.

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

How to Apply: Please attach your curriculum vitae and provide a one-page written statement demonstrating your skills and behaviour and Professional / Technical Skills and Knowledge in relation to the duties and responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jade Solomos (02) 6207 3190 jadel.solomos@act.gov.au

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

Urban Treescapes

Tree Protection Officer

Technical Officer Level 3 \$77,011 - \$87,032, Canberra (PN: 15670)

Gazetted: 16 August 2021

Closing Date: 2 September 2021

Details: Do you have an eye for detail, an interest in trees and their health, and the ability to communicate technical issues in an easy-to-understand way? The Tree Protection Officer role will primarily be responsible for administration of the *Tree Protection Act 2005* and providing technical advice to the community and stakeholders on tree related matters. Please see the Position Description for further information about the role. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Permanent Resident of Australia.

Drivers' licence Class C is essential.

This position requires a pre-employment medical.

Technical qualifications in Arboriculture, Horticulture, or a related discipline.

Authorisation to enter construction site (White card or equivalent).

A preparedness to wear high visibility workwear and steel capped boots.

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

This position is based within a workplace designated for Activity Based Working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should include:

A statement of no more than four pages addressing the 'What you require' and 'Compliance requirements/qualifications' sections in the Position Description.

A current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Diehm (02) 6205 8679 Mark.Diehm@act.gov.au

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

Service Delivery Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 00333)

Gazetted: 12 August 2021

Closing Date: 31 August 2021

Details: The Service Delivery Officer is part of a team that is committed in delivering high quality waste and recycling services for the Territory. This includes managing the delivery of complex service provisions to the community through outsourced waste and recycling services 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. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

- Qualifications relevant to the position and substantial work experience in a relevant field are highly desirable.
- Current driver's licence or equivalent.

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

Shortlisting of candidates for the interview will be based on:

Application, including response to the selection criteria

Short writing and Excel tests

The interview will be scenario based for the shortlisted candidates. The scenario will be sent prior to the interview.

How to Apply: Please address the Skills, Knowledge and Behaviour from the Selection Criteria that are required to perform the duties and responsibilities of the position. These are the Selection Criteria that suitable applicants will be selected against. Please address these in four pages or less in your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gayan Ratwatte (02) 6207 6031 Gayan.Ratwatte@act.gov.au

Assistant Director, Operations

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 27679)

Gazetted: 12 August 2021

Closing Date: 31 August 2021

Details: Are you an involved leader who knows all there is to know about trees while managing operational staff across five depots. The Assistant Director Operations is responsible for the safe and efficient maintenance of Canberra's urban forest. Leading a large team of 50+ staff, this role is pivotal to the upkeep of the urban forest and achieving the target of 30% canopy cover by 2045. As a senior leader within Transport Canberra and City Services (TCCS), this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key factor of this role as is a value based leadership style. 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 (C-class) is essential.

This position requires a pre-employment medical.

A Diploma in Arboriculture or Horticulture or a Degree in Forestry, Urban Forestry, or Urban Park Management, or the equivalent in a related discipline, or currently undertaking a related qualification is highly desirable.

Frontline management qualifications are highly desirable.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based within a workplace designated for Activity Based Working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

Applications should include:

- A statement of no more than four pages addressing the 'What you require' and 'Compliance requirements/qualifications' sections in the position description.
- A current curriculum vitae.
- Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Dawes (02) 6205 5263 Rachael.Dawes@act.gov.au

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

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

Senior Finance Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 48953)

Gazetted: 13 August 2021

Closing Date: 1 September 2021

Details: The Senior Finance Officer is required to assist in various finance and accounting tasks including the preparation of financial reports, budget documents and the provision of corporate and administrative support services. The person is required to have a strong background in finance and an understanding of data analysis systems such as Oracle, the Government Budget Management System (GBMS), TM1 and Certent CDM. Additionally, strong attention to detail; and an ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders including members of the Finance and Corporate Team will be required.

Eligibility/Other Requirements: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position:

Professional / Technical Skills and Knowledge

Demonstrated highly developed understanding of public sector budget processes and experience in the preparation of budget documents.

Demonstrated experience working in financial management including the preparation of monthly management reports and annual accrual financial statements.

Demonstrated analytical and investigative skills and the ability to achieve a high level of accuracy when dealing with numerical data and resolving complex problems.

Behavioural Capabilities

Sound organisational skills including the ability to effectively manage multiple tasks, determine priorities and effectively meet strict deadlines in high pressure situations.

Demonstrated excellent interpersonal, communication and liaison skills and the ability to maintain productive working relationships with team members and internal/external stakeholders.

Demonstrated ability to work both individually and as a member of a team with competing priorities and timeframes; and the ability to contribute to effective team performance.

Tertiary qualifications in Accounting or related field and membership or progression towards CA or CPA status is highly desirable.

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

How to Apply: Your application should include your current curriculum vitae and a two page pitch addressing the 'Qualifications/Work Experience' section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daphne Fung (02) 5124 9650 Daphne.Fung@worksafe.act.gov.au

APPOINTMENTS

Canberra Health Services

Staff Specialist – Specialist/Senior Specialist Band, \$183,172 - \$247,471

Kirsty Rady: 85841801, Section 68(1), 16 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Jeremy Barr-Hyde: 84502728, Section 68 (1), 16/08/2021

Dentist – Dentist 1-2, \$81,534 - \$148,344

Emma Langworthy: 86376470, Section 68(1), 16 Aug 21

Administrative Services Officer Class 3 \$66,867 - \$71,963

Michael Brown, Section 68(1), 13 August 2021

Technical Officer Level 1 \$60,942 - \$63,894

Bethanie Burge, Section 68(1), 12 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Michelle D'Arcy, Section 68(1), 19 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Machelle Duncan, Section 68(1), 16 August 2021

Senior Officer Grade C \$111,887 - \$120,436

Cameron Earl, Section 68(1), 19 August 2021

Technical Officer Level 1 \$60,942 - \$63,894

Surya Mary Gijo, Section 68(1), 19 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Camille Ibiaz Saclolo, Section 68(1), 18 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Sandeep Kaur, Section 68(1), 19 August 2021

Health Professional Level 2 \$68,809 - \$94,461

Amelia Laing, Section 68(1), 19 August 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Arthur Livanes, Section 68(1), 15 August 2021

Allied Health Assistant 2 (Qualified) \$55,730 - \$62,047 (up to \$63,894 depending on qualification level)

Roxanne Poole, Section 68(1), 12 August 2021

Medical Imaging Level 3 \$106,897 - \$112,636 (up to \$118,222 on achieving a personal upgrade)

Jane Priestley, Section 68(1), 19 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Davy Ann Prudente, Section 68(1), 10 August 2021

Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731)

Sunil Thomas, Section 68(1), 5 August 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$74,237 - \$80,381

Miki Allen, Section 68(1), 3 August 2021

Senior Officer Grade B \$131,773 - \$148,344

Andrew Burnet, Section 68(1), 12 August 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Mei Chu, Section 68(1), 12 August 2021

Administrative Services Officer Class 5 \$82,506 - \$87,331

Tianyu Huang, Section 68(1), 16 August 2021

Technical Officer Level 3 \$77,011 - \$87,032

Russell Jennings, Section 68(1), 3 August 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Jessica Lewis, Section 68(1), 16 August 2021

Administrative Services Officer Class 5 \$82,506 - \$87,331

Nathan Marshall, Section 68(1), 16 August 2021

Administrative Services Officer Class 5 \$82,506 - \$87,331

Chloe Stuart, Section 68(1), 6 August 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Christopher Tonog, Section 68(1), 9 August 2021

Information Technology Officer Class 1 \$71,963 - \$81,917

Tsz Wing Wong, Section 68(1), 19 August 2021

Community Services

Administrative Services Officer Class 5 \$82,506 - \$87,331

James Ellis, Section 68(1), 13 August 2021

Justice and Community Safety

Patient Transport Officer 1 \$60,382 - \$64,168

Michael Eburn, Section 68(1), 16 August 2021

Patient Transport Officer 1 \$60,382 - \$64,168

Tomislav Lokinger, Section 68(1), 16 August 2021

Transport Canberra and City Services

Infrastructure Officer 2 \$89,008 - \$102,403

Naveen Mahadeva, Section 68(1), 9 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Claire Robinson, Section 68(1), 12 August 2021

TGSO 6.1 - TGSO 6.4 \$83,012 - \$86,356

Bradley Spratford, Section 68(1), 30 June 2021

Worksafe ACT

Regulatory Inspector 5 \$82,506 - \$87,331

Becki Sonter, Section 68(1), 16 August 2021

TRANSFERS

Canberra Health Services

Antonella O'Connor

From: Health Professional Level 3 97177

Education

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 49488) (Gazetted 11 June 2021)

PROMOTIONS

ACT Health

Corporate Services

Corporate and Governance

People Strategy

Rosini Spyropoulos

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Canberra Health Services

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

ACT Health, Canberra (PN. 42557) (Gazetted 5 July 2021)

Canberra Health Services

Karthik AMMINIKUTTY

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 52995) (Gazetted 3 June 2021)

Medical Services

Elaine Blackwell

From: Medical Imaging Level 3 \$106,897 - \$112,636 (up to \$118,222 on achieving a personal upgrade)

Canberra Health Services

To: Medical Imaging Level 4 \$123,074 (Up to 132,479 for positions designated in clause 20.1 of the EA)

Canberra Health Services, Canberra (PN. 28818) (Gazetted 15 June 2021)

Canberra Health Services

Meghann Cardona

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 25563) (Gazetted 4 June 2021)

Canberra Health Services

Jacquelyn Freeman

From: Health Professional Level 2 \$68,809 - \$94,461

Canberra Health Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 21082) (Gazetted 20 May 2021)

Bindhu Jexin

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 14825) (Gazetted 19 May 2021)

Nisha Joseph

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 52997) (Gazetted 3 June 2021)

Babandeep Kaur

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 52996) (Gazetted 3 June 2021)

Canberra Health Services

Michelle Lander

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 22147) (Gazetted 28 June 2021)

Canberra Health Services

Benjamin Lollback

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 25123) (Gazetted 20 May 2021)

Sarah Toohey

From: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$111,887 - \$120,436

Canberra Health Services, Canberra (PN. 40882) (Gazetted 28 July 2021)

Violet Latta

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 18436) (Gazetted 7 July 2021)

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Economic and Regional Policy Branch

Fiona Chesworth

From: Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$153,041

Chief Minister, Treasury and Economic Development, Canberra (PN. 55703) (Gazetted 21 June 2021)

Access Canberra

Fair Trading and Regulatory Strategy

Working with Vulnerable People

Gabriella Rovolis

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 30754) (Gazetted 10 May 2021)

Community Services

Housing ACT

Policy and Business Transformation

Housing and Homelessness Strategy and Policy

Casey Hanrahan

From: Health Professional Level 2 \$68,809 - \$94,461

Community Services

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Community Services, Canberra (PN. 18197) (Gazetted 10 June 2021)

Justice and Community Safety

ACT Corrective Services

Summer Leiper

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Justice and Community Safety, Canberra (PN. 35023) (Gazetted 5 July 2021)

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

Sophia Rimes

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Justice and Community Safety

To: Administrative Services Officer Class 4 \$74,237 - \$80,381

Justice and Community Safety, Canberra (PN. 00541) (Gazetted 25 June 2021)

Transport Canberra and City Services

City Services

City Services Executive

Vanessa Althorp

From: From: Senior Officer Grade B \$131,773-\$148,344

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$153,041

Transport Canberra and City Services, Canberra (PN. 33274) (Gazetted 13 July 2020)

Transport Canberra and Business Services

Transport Canberra

Customer Service

Peter Reichstein

From: Ambulance Support Officer 2 \$65,966 - \$69,661

Justice and Community Safety

To: Administrative Services Officer Class 4 \$74,237 - \$80,381

Transport Canberra and City Services, Canberra (PN. 52375) (Gazetted 30 June 2021)