



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 07 April 2022**

## 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>

#### Digital Solutions Division

#### Future Capability and Governance

#### Business Intelligence Specialist

#### Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 52330)

Gazetted: 13 April 2022

Closing Date: 3 May 2022

**Details:** Are you a Data Professional that's up for a challenge? Do you have experience in reporting and analytics? Do you have a demonstrated ability to work independently in a fast-paced environment within tight deadlines? If you enjoy a challenge and would like to work in a high-performance team, then this may be the opportunity for you. Join us and you could contribute to the transformation of our health system and make a difference to the community. The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to work on a team of talented data professionals working to assist the territory transition of our data capability as we introduce a new Electronic Health Record.

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.

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

- the implementation and support of the Digital Health Strategy,
- management of technology services and projects,
- the development and implementation of a performance reporting framework,
- statutory and intergovernmental reporting requirements,
- management of the relationship and services delivery by technology vendors including
- Digital Data and Technology Solutions DDTS,
- development, implementation and maintenance of technology policies and procedures,
- and
- information management and information security.

**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:** This is temporary position available for 12 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.

**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 is your current manager.

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

Contact Officer: Sean Winefield (02) 6207 5754 [Sean.Winefield@act.gov.au](mailto:Sean.Winefield@act.gov.au)

#### Health Systems, Policy and Research Group

#### Office of Professional Leadership and Education

#### Director of the Office of the Chief Psychiatrist

#### Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 56838)

Gazetted: 12 April 2022

Closing Date: 28 April 2022

**Details:** Expression of Interest's are invited from suitably qualified and experienced applicants to play a key a leadership role in the ACT Office of the Chief Psychiatrist. This role will be responsible for providing high level strategic advice and operational leadership to enable the Chief Psychiatrist to fulfil his responsibilities.

We are looking for someone with a high level of understanding about the provision of involuntary mental health care and fulfilling legislative requirements for mental health treatment, care, and support in accordance with the *Mental Health Act 2015*. Excellent interpersonal and organizational skills are also critical to engage and consult with stakeholders and lead programs of work to improve the provision of treatment, care or support, rehabilitation and protection for persons who have a mental illness in the ACT. We work collaboratively and value highly our positive workforce culture. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

**Mandatory:**

High level of understanding of the provision of involuntary mental health care and fulfilling legislative requirements for mental health treatment, care, and support.

Proven strong and effective listening, oral and written communication skills, including the ability to liaise and negotiate effectively with a broad range of stakeholders.

Demonstrated experience of leading a program of work against specified timelines, including the effective coordination of a number of projects simultaneously.

**Desired:**

A tertiary qualification in a health-related field and/or experience in providing treatment, care and support to mental health consumers.

**Notes:** This position is open to administrative, medical, nursing and allied health applicants of a SOGB level or equivalent.

**How to Apply:** Please submit a current curriculum vitae, contact details of two referees (one being a current supervisor) and a written statement in the form of a pitch of no more than two pages addressing the Selection Criteria. The statement should explain how you have the technical skills, necessary experience and knowledge to perform in this role.

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

Contact Officer: Dinesh Arya (02) 5124 9637 [Dinesh.Arya@act.gov.au](mailto:Dinesh.Arya@act.gov.au)

**Office of the Director-General**

**Ministerial and Government Services**

**Cabinet Liaison Officer**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39690)**

Gazetted: 12 April 2022

Closing Date: 26 April 2022

**Details:** The Ministerial and Government Services (MAGS) in ACT Health Directorate provides operational and strategic support to the health Ministers' Offices, the Director-General and ACT Health Directorate staff on ministerial and government business including matters relating to Cabinet, the ACT Legislative Assembly, intergovernmental and ministerial requests.

MAGS is seeking a Cabinet Liaison Officer who will be responsible for the management, co-ordination and development of comprehensive services for the Health Directorate's Cabinet and ACT Legislative Assembly functions. The successful applicant will provide strategic and timely advice to key stakeholders on Cabinet business as well as relevant Legislative Assembly and policy issues. This includes application of relevant guidelines in preparation of Assembly and Cabinet documentation. They will also have strong communication skills and sound attention to detail. The successful applicant will be expected to work effectively in a busy environment with demonstrated ability to set priorities and manage a diverse range of duties. To perform this role successfully, you will:

**be informed** – you know the processes and frameworks and can advise and support our ACT Health colleagues on Cabinet, Assembly and government business matters.

**be connected** - you are fully involved in Cabinet items from conception to decision and are not phased by keeping many balls in the air, all the time, often with competing and challenging timeframes.

**provide exceptional quality assurance** – you know the importance and requirements of writing for government, spelling, grammar and formatting and pick up the little things others might miss.

**be energetic and enthusiastic** – you will provide extensive support to ACT Health staff and executive and Ministers' Offices in relation to Cabinet and Assembly.

Check out the Position Description and if you have relevant experience to take on this role or believe your experience, skills and knowledge translate across to the position then we want to hear from you! This role is unique and challenging, yet very rewarding with a strong coordination focus, so we are interested in people who are willing to step up and take on a new challenge.

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:** Comprehensive knowledge, or experience with Cabinet and ACT Legislative Assembly processes, machinery of Government matters and the operations of the Health Directorate would be an advantage.

**Note:** This is a temporary position available immediately for a period of 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 identical vacancies over the next 12 months.

**How to Apply:** Please submit a maximum two-page application providing examples demonstrating your suitability for this role outlined in the Position Description. Please provide a current curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chadia Rad (02) 5124 6216 [chadia.rad@act.gov.au](mailto:chadia.rad@act.gov.au)

## **Public Health, Protection and Regulation**

### **Health Protection Service**

#### **Communicable Disease Control/Immunisation**

##### **Vaccine Management Unit Office Manager**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 24288)**

Gazetted: 12 April 2022

Closing Date: 19 April 2022

The Vaccine Management Unit Office Manager is responsible for supervising a small team to ensure the safe delivery of vaccines. Undertake training, coaching and orientation of new vaccine delivery staff. Oversees the receipt and storage of vaccines, weekly inventory counts and associated production of reports along with a variety of other administrative support duties as required.

**Eligibility/Other Requirements:** This position requires manual labour and long periods of time within an industrial cool room and driving.

**Mandatory:**

Current drivers' licence

Undergo a pre-employment Police check.

**Desirable:**

Experience in the use of Microsoft Office applications, particularly Excel

Effective organisational skills, ability to manage competing priorities, and meet deadlines.

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

**How to Apply:** Please provide a written response to each of the Selection Criteria with a maximum of three pages.

Please provide a curriculum vitae along with at least one referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Mead (02) 5124 9076 [Sarah.Mead@act.gov.au](mailto:Sarah.Mead@act.gov.au)

## **COVID-19 Response**

### **Public Health Operations**

#### **Director, Data and Reporting**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 56926)**

Gazetted: 11 April 2022

Closing Date: 18 April 2022

**Details:** With the COVID-19 pandemic continuing to evolve, so too has the need to capture, report, and analyse health data that informs the ACT Government's COVID-19 response.

ACT Health is looking for a data leader to join the COVID-19 Response Division. The Director will have considerable skills and experience across one of the work streams in the Data and Reporting business area, with the required level of technical skill to lead by example on technical issues and to troubleshoot complex problems. Key to the role is an understanding of database systems, data science, data governance, and/or reporting and analysis. This may include technical knowledge of, but not limited to, R, SQL Management, Excel, and PowerBI. The databases we use are REDCap and Sunquest Notifiable Disease Management System (NDMS).

But this is not just a technical leadership role. The successful candidate will have demonstrated experience leading a multi-disciplinary team through change and nurturing the professional development of staff. The ideal candidate will be a persuasive communicator who is able to negotiate successful outcomes in a sensitive operational environment, work collaboratively with different business areas in the COVID-19 Response.

As the operational environment is frequently evolving, this role may either manage the Reporting and Analytics section or Data Infrastructure and Governance section, depending on the successful candidate's skills and experience. This is a rare opportunity to fast-track your career as a leader in data while directly contributing your data skills and experience to the ACT Government's data-informed COVID-19 response.

**Eligibility/Other Requirements:**

Qualifications or experience in health systems, database or data science roles would be highly regarded.

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

**Notes:** This is a temporary position available from 1 May 2022 up until 31 January 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

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

Contact Officer: Shane Cummings 0426819478 [Shane.Cummings@act.gov.au](mailto:Shane.Cummings@act.gov.au)

## **COVID-19 Response**

### **Policy and Support; Communication; and Vaccine Program**

#### **Senior Director**

#### **Senior Officer Grade A \$155,107, Canberra (PN: 51014, several)**

Gazetted: 11 April 2022

Closing Date: 25 April 2022

**Details:** The COVID-19 Response Branch is looking for highly motivated and skilled senior leaders to join the team. As a Senior Director you will be responsible for leading a team within the COVID-19 Response Branch.

The successful applicants will be required to collaborate with a wide range of government stakeholders to ensure effective provision of advice. Highly developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be critical to success.

**Eligibility/Other Requirements:**

Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check. A relevant qualification in one or more areas listed in the position overview is highly desirable.

Roles may be expected to work an on-call roster or rostered shifts, including weekends and public holidays.

**Note:** This is a temporary position available immediately until the end of 2022 with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the 12 months.

**How to Apply:** Please submit a maximum two-page application providing examples demonstrating your suitability against the Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description.

Please provide a current curriculum vitae including two referees who have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura McNeill (02) 5124 9605 [acthealthcho@act.gov.au](mailto:acthealthcho@act.gov.au)

## **COVID-19 Response**

### **Policy and Support; Communication; and Vaccine Program**

#### **Director**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54670, several)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

Details: The COVID-19 Response Branch is looking for highly motivated and skilled staff to join the team. As a Director you will be responsible for meeting specific objectives related to the successful public health response to COVID-19.

The successful applicant will be required to collaborate with a wide range of government stakeholders to ensure effective provision of advice. Highly developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be critical to success.

Eligibility/Other Requirements:

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

A relevant qualification in one or more areas listed in the position overview is highly desirable.

Roles may be expected to work an on-call roster or rostered shifts, including weekends and public holidays.

Note: There are several temporary positions available immediately until the end of 2022, with possibility of extension up to 12 months.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description.

Please provide a current curriculum vitae including two referees who have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura McNeill (02) 5124 9605 [acthealthcho@act.gov.au](mailto:acthealthcho@act.gov.au)

## **Calvary Public Hospital Bruce**

### **Calvary Public Hospital Bruce**

#### **Human Resources**

#### **Payroll Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (LP7462)**

Gazette Date: 12 April 2022

Closing Date: 18 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18580

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

Contact Officer: Donna Johnston (02) 6201 6048 [donna.johnston@calvary-act.com.au](mailto:donna.johnston@calvary-act.com.au)

### **Calvary Public Hospital Bruce**

#### **Registered Nurse**

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (600983)**

Gazette Date: 07 April 2022

Closing Date: 11 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18186

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

Contact Officer: Kat Sliwinski (02) 6201 6197 [kathryn.sliwinski@calvary-act.com.au](mailto:kathryn.sliwinski@calvary-act.com.au)

### **Calvary Public Hospital Bruce**

#### **HR Department**

**HR Business Partner - IR/ER speciality**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (LP9504)**

Gazette Date: 11 April 2022

Closing Date: 18 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18475

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

Contact Officer: Violet Taylor [violet.taylor@calvary-act.com.au](mailto:violet.taylor@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Clinical Performance and Risk Manager**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (LP7413)**

Gazette Date: 11 April 2022

Closing Date: 14 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18360

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

Contact Officer: Louise Botha (02) 6201 6513 [louise.botha@calvary-act.com.au](mailto:louise.botha@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Maternity Unit**

**Registered Midwife**

**Registered Midwife Level 1 \$71,730 - \$95,818, Canberra (LC0133)**

Gazette Date: 11 April 2022

Closing Date: 18 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18509

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

Contact Officer: Elissa McTaggart (02) 6201 6394 [elissa.mctaggart@calvary-act.com.au](mailto:elissa.mctaggart@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Maternity Ward**

**Registered Midwife**

**Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (LP8182)**

Gazette Date: 12 April 2022

Closing Date: 17 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18516

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

**Calvary Public Hospital Bruce**

**Maternity Department**

**Maternity Clinical Flow Manager**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (600856)**

Gazette Date: 12 April 2022

Closing Date: 19 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18517

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

Contact Officer: Elissa McTaggart (02) 6201 6394 [elissa.mctaggart@calvary-act.com.au](mailto:elissa.mctaggart@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Maternity Department**

**Registered Midwife**

**Registered Midwife Level 1 \$71,730 - \$95,818, Canberra (LP8018)**

Gazette Date: 12 April 2022

Closing Date: 19 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18546

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

Contact Officer: Elissa McTaggart (02) 6201 6921 [elissa.mctaggart@calvary-act.com.au](mailto:elissa.mctaggart@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Infection Control and Staff Health Department**

**Infection Prevention and Control Nurse**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (LP8871)**

Gazette Date: 12 April 2022

Closing Date: 19 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18552

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

Contact Officer: Katharine Faupula (02) 6201 6174 [katharine.faupula@calvary-act.com.au](mailto:katharine.faupula@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Medical Imaging**

**Registered Nurse**

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (LP7922)**

Gazette Date: 12 April 2022

Closing Date: 19 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18543

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

Contact Officer: Michelle d'Arx (02) 6201 6140 [michelle.darx@calvary-act.com.au](mailto:michelle.darx@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Learning and Development**

**Clinical Development Nurse**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (LP6955)**

Gazette Date: 12 April 2022

Closing Date: 19 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18528

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

Contact Officer: Jessica Thorncraft [jessica.thorncraft@calvary-act.com.au](mailto:jessica.thorncraft@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Maternity Ward**

**Registered Midwife**

**Registered Midwife Level 1 \$71,730 - \$95,818, Canberra (LP6753)**

Gazette Date: 12 April 2022

Closing Date: 19 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18514



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

Contact Officer: Elissa McTaggart (02) 6201 6394 [elissa.mctaggart@calvary-act.com.au](mailto:elissa.mctaggart@calvary-act.com.au)

**Calvary Public Hospital Bruce**

**Intensive Care Unit - Critical Care Unit**

**Career Medical Officer**

**Career Medical Officer 1-2 \$138,736 - \$206,725, Canberra (LP6707)**

Gazette Date: 12 April 2022

Closing Date: 17 April 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 18515

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

Contact Officer: Miffany Callan (02) 6201 6897 [miffany.callan@calvary-act.com.au](mailto:miffany.callan@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](mailto:jobs@act.gov.au)**

**Mental Health, Justice Health and Alcohol and Drug Services**

**Neuropsychology**

**Clinical Neuropsychologist/Registrar**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 40371 - 0221K)**

Gazetted: 07 April 2022

Closing Date: 28 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

**POSITION OVERVIEW**

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

**Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)** provide health services 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. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government services to ensure the best possible outcomes for consumers.

An exciting opportunity exists for a Clinical Neuropsychologist/Registrar to join the friendly and supportive **MHS Neuropsychology team**, which sits under the Director of Allied Health. The team provides high quality neuropsychological services to consumers across all programs of MHJHADS including:

Child and Adolescent Mental Health Services

Adult and Older Persons Mental Health Services

Alcohol and Drug Services

Justice Health Services

Secure Mental Health Inpatient Services

MHS-Intellectual Disability

Adult Mental Health Rehabilitation Unit

#### Adult Mental Health Day Service

The team also provides consultation and in-servicing of staff, supervision of psychologists and provisional psychologists, and advice to the Division on matters related to neuropsychological assessment and intervention. The overall functions of the Clinical Neuropsychologist include:

Promoting positive client outcomes through the provision of high-quality clinical services

Providing individual or group service delivery

Performing normal professional work under general professional guidance

May perform novel, complex, critical, or difficult tasks with professional supervision

Participating in the supervision and training of other staff, as directed

The Clinical Neuropsychologist position reports to the Team Manager of MHS Neuropsychology.

#### **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.

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.

High-level interpersonal, communication and team building skills, appropriate to work in a multidisciplinary clinical environment.

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

Masters/Doctoral degree in Clinical Neuropsychology and General Psychology registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (Ahpra). To be enrolled in or eligible to enrol in the Registrar program for Area of Practice Endorsement in Clinical Neuropsychology with the Psychology Board of Australia. Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

#### **Desirable:**

Previous experience working in a mental health setting

Current driver's licence

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

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

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Mia Cotanutomo (02) 5124 1269 mia.cotanutomo@act.gov.au

#### **Chief Operating Officer Clinical Services**

##### **Surgery**

##### **Operations Manager, Division of Surgery**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 17546 - 021XI)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

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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 Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the community within 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, Intensive Care Unit, Capital Region Retrieval Service, ACT Trauma Service, specialist surgical ward areas, medical and nursing outpatient services, and the Trauma and Orthopaedic Research Unit.

Reporting to the Director of Operations, the Operations Manager/s will provide support to the surgical Unit Directors in the delivery of all operational functions within their relevant specialties. This includes overseeing administrative functions within the department, ensuring key performance targets are met and standard operating procedures are adhered to. The Operations Manager will be responsible for ensuring that the appropriate data is available, analysed and presented to support business decision making, forging the gap between financial and business management. The role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally. These roles will lead project management, new models of care and organisational change and on the development of services going forward.

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

#### Behavioural Capabilities

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

- High level communications skills, with demonstrated capability to effectively communicate with senior executive staff across the organisation and external stakeholders.
- Strong organisational skills with a high degree of drive.
- Adaptability and flexibility to accommodate change.

#### Position Requirements/Qualifications:

- Relevant qualifications in public sector management and/or relevant public sector experience.
- 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.

Note: This is a temporary position available to seven months with the possibility of extension.

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: Margot Green, Division of Surgery (02) 5124 3037 [margot.green@act.gov.au](mailto:margot.green@act.gov.au)

#### Women, Youth and Children

##### Neonatology

##### Neonatal and Parent Support Service Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22271 - 021MQ)**

Gazetted: 08 April 2022

Closing Date: 22 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <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. These services include specialist paediatric services, including high care, adolescents, medical and surgical wards, and day stay and outpatient services. Specialist neonatology services include a tertiary level Neonatal Intensive Care Unit, and a Special Care Nursery. Maternity Services include antenatal, birthing, and postnatal care for low-risk women, and women requiring complex care.

The Department of Neonatology sits in Centenary Hospital for Women and Children (CHWC) is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. Services includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service (NAPSS), and NICU Growth and Development Clinic. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

NAPPS provides a 7 day a week, early discharge program for the NICU and SCN. NAPPS is a home visiting service for the families of infants who no longer require intensive medical and nursing treatment but still require some nursing care, support, and advice at home.

As a NAPPS nurse you will require expert neonatal skills and knowledge while working in this semi-autonomous role. You will work in a small team supporting the parents/carers with the home care of their infant until the infant's needs can be met by other support services in the community.

#### 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, 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:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife.
- Relevant post-graduate qualifications in neonatal/paediatric/child and family health and experience working professionally in neonatal, paediatric, or maternal and child health services is preferred.
- A current driver's licence
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This position is part-time at (32:00) hours per week and the full-time salary noted above will be pro-rata.

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.

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

Contact Officer: Heather Heslop (02) 6142 6331 [heather.heslop@act.gov.au](mailto:heather.heslop@act.gov.au)

**Mental Health, Justice Health, Drug and Alcohol Services**

**Child and Adolescent Mental Health Services**

**CAMHS - Eating Disorders Clinical Hub**

**Specialist Youth Mental Health Outreach**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 13423 - 0224X)**

Gazetted: 08 April 2022

Closing Date: 22 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

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

Under the direction of the Manager of CAMHS SYMHO, the Registered Nurse positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Registered Nurses within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

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

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

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

**Position Requirements/Qualifications:**

Relevant tertiary qualification in nursing and a minimum of three years' post-qualification experience working professionally in respective field, five + years' experience is preferred.

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

A current Driver's Licence.

The successful applicant must be available to work a rotating roster to include weekends and Public Holidays

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

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

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

Contact Officer: Kirsten Stafford (02) 5124 1407 [kirsten.stafford@act.gov.au](mailto:kirsten.stafford@act.gov.au)

**Women, Youth and Children**

**Neonatology**

**Clinical Nurse Manager - Special Care Nursery**

**Registered Nurse Level 3.2 \$129,103, Canberra (PN: 31201 - 0225D)**

Gazetted: 08 April 2022

Closing Date: 26 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community-based sectors. The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric (non tertiary) and neonatology services for the ACT and surrounding regional areas.

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN) and the ACT NETS retrieval service. It also includes the clinical support services Newborn and Parent Support Service, and Growth and Development Clinic, Neonatal Care Coordinator and the Partnering with Parents. NICU and SCN have 28 funded beds. There are approximately 3,500 births per year in CHWC, and

700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Reporting to the Assistant Director of Nursing (Neonatology and Clinical Support) the Clinical Nurse Manager will provide nursing leadership and support staff of the NICU and SCN to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

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

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

Resilience and adaptability in a dynamic health environment

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

##### **Desirable:**

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

Post Graduate qualifications in Neonatal Nursing

Post Graduate qualifications in Management and/or Leadership

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

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

**Note:** This permanent full time position is for the Clinical Nurse Manager of the Special Care Nursery.

Contact Officer: Fiona Cameron 51247395 [fiona.cameron@act.gov.au](mailto:fiona.cameron@act.gov.au)



**Director of Allied Health Services - Allied Health Adult Inpatients**

**Acute Inpatient**

**Psychologist**

**Title (by Manager)**

**Psychologist**

**Title (by Manager)**

**Psychologist**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 45530, several - 0223V)**

Gazetted: 08 April 2022

Closing Date: 24 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

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

The Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Inpatients Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability. The successful applicant of the HP3 Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based psychological interventions to people and facilitate group programs through the Therapeutic Group Program and be responsible for the carer group education and support groups which are currently being developed. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 Level as well as to students and clinically related staff (such as Allied Health Assistants). The position will report operationally and clinically to the AH Manager and AH Clinical Lead of AMHU/MHSSU/12B respectively. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

This is a full-time position working Monday to Friday within the AH team and will provide services to the Adult Mental Health Unit, 12B, Mental Health Short Stay Unit, and to any mental health surge wards that open at Canberra Hospital.

The AH team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the AH Adult Mental Health Inpatient facilities. The successful applicant of the HP2 Psychologist position is responsible for conducting skilled clinical assessment and delivering individual and group based psychological interventions to people.

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 level as well as to students and clinically related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/ MHSSU. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

## ABOUT YOU

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

### Behavioural Capabilities

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

Strong organisational skills with high degree of drive

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

Ability to work collaboratively as part of a multidisciplinary team

### Position Requirements/Qualifications:

Relevant Psychologist HP2 qualifications:

Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA)

Minimum of 12 months paid work experience, post qualification, in a related/ relevant organisation/ service post qualification experience

Current Passenger vehicles 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.

### Prior to commencement successful candidates will be required to:

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

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: David Warren 02 51245401 david.warren@act.gov.au

## Medical Imaging

### Medical Services

#### CT/Angiography Manager

**Medical Imaging Level 5 \$140,248 - \$157,863, Canberra (PN: 57044 - 021YX)**

Gazetted: 08 April 2022

Closing Date: 29 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

### POSITION OVERVIEW

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

Medical Imaging strives to provide state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing easy access to timely, cost-effective subspecialty expertise, and to research, training and advancing the use of imaging for the diagnosis and treatment of disease.

The Modality Manager positions are primarily administrative roles, with an agreed allocation of rostered clinical time.

There is one Modality Manager for each of the following modality groups:

- Magnetic Resonance Imaging (MRI)
- Computed Tomography (CT)/Angiography
- Ultrasound
- Nuclear Medicine/PET



The Modality Managers are responsible to the Director of Allied Health (Medical Imaging) for the operational and personnel administration of medical imaging health professional staff within their modality and professional remit. They also maintain a clinical load for the provision of health professional services during business hours. The Medical Imaging Department is a 24/7 service, and as such some Modality Manager roles may include shift work, overtime and on-call duties outside normal working hours when required.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

- Sound organisational skills with a strong work ethic and ability to work within a multi-disciplinary team
- Adaptability and flexibility to accommodate change and provide responsive services to achieve organisational vision, role and values.
- Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders

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

##### **Mandatory:**

- Tertiary qualifications in Medical Radiation Science (Radiography) or equivalent.
- Hold or be eligible for registration as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
- Hold or be eligible for an ACT Radiation licence.

##### **Desirable**

- Experience in a trauma and teaching hospital
- five years post-graduate experience.
- CT Experience
- Angiography experience

##### **Other:**

- The successful applicant will work Thursday and Friday at MI5 level to facilitate an application of flexible work arrangements for 12 months.
- 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.

##### **Prior to commencement successful candidates will be required to:**

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

**Note:** This is a temporary part-time position available at 14.42 hours per week for a period of 12 months with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata.

The successful applicant will work Thursday and Friday at MI5 level to facilitate an application of flexible work arrangements for 12 months.

Contact Officer: Sam Wilson 51242111 Sam.Wilson@act.gov.au

#### **Clinical Services**

##### **Surgery**

##### **Specialist 1-5 / Senior Specialist - General Surgery**

##### **Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 57147 - 0223D)**

Gazetted: 11 April 2022

Closing Date: 18 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### Position Overview

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

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

The General Surgery Unit at CHS provides tertiary level surgical care to the ACT and surrounding region. This General Surgeon position will primarily be responsible for the provision of Colorectal Surgery as part of the General Surgery team. This position will also be rostered to work in the Acute Surgical Unit and ACT Trauma Service and may include the provision of endoscopy services.

The successful applicant is required to demonstrate training, experience, and competence working in the clinical services and areas listed above. It is an opportunity for a General Surgeon to work in a multidisciplinary team focused on providing high quality best practice care to patients and to engage in teaching, training, and clinical research.

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](mailto:dean.medicalschool@anu.edu.au)

Note: The on-call/after-hours roster covers Canberra Health Services and Calvary Public Hospital, Bruce.

Remuneration: \$288,138 - \$388,743 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.

A group Attraction and Retention Incentive (ARIn) of an additional 17.4% of annual pay for rostered on call and call back duties performed at Calvary, being undertaken concurrently to on call duties with Canberra Health Services, may be payable on a pro-rata basis that reflects the extent of the employee's contribution to the roster.

The application of the Group ARIn is subject to specific terms and conditions and subject to 12 monthly reviews 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 \$446,132

#### 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

An ability to work as a constructive and positive team member.

#### 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 Australasian College of Surgeons (RACS) or equivalent specialist qualifications.  
Training in colorectal surgery by the Training board of the Colorectal Surgical Society of Australia and New Zealand (CSSANZ).

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:

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

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

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

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

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

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

Desirable

Completed a Definitive Surgical Trauma Care (DSTC) Course.

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: Melissa Warylo (02) 5124 0931 [melissa.warylo@act.gov.au](mailto:melissa.warylo@act.gov.au)

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

### **Division of Clinical Services**

#### **Administrative Assistant**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 36468 - 0224Y)**

Gazetted: 08 April 2022

Closing Date: 22 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

#### **POSITION OVERVIEW**

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

In order to become a psychiatrist, junior doctors must spend five post graduate years working in a variety of settings in the mental health system, and take part in a structured teaching program. You will work closely with the Director of Psychiatry Training to ensure that the Canberra Psychiatry training program is run to a high standard.

The advertised role will contribute to the overall success of CHS by providing timely, accurate and appropriate coordination of the Psychiatry training program by assisting the Director of Psychiatry Training. The psychiatry registrars are located in geographically dispersed work areas and you will assist the Director of Psychiatry Training to coordinate a variety of teaching programs, rotational placements and reviews of registrar progress in a constantly demanding and changing environment.

#### **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**

You will present a professional and responsive face for the training program to teachers, students, and potential applicants

You will be structured and proactive in organising teaching schedules and other educational activities

You will be able to complete written documentation such as meeting minutes in professional English.

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

Experience working in health or educational settings will be valued, but is not essential, if the required skills can be demonstrated in other ways.

The successful applicant will need to be available for occasional after-hours work, with access to flex time. These situations are unusual (e.g., once, or twice per year) and negotiated in advance depending on your availability.

The successful applicant will need previous experience in rostering in a fast-paced environment. Must have skill and abilities to cover shifts with short notices.

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

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

Contact Officer: Georgia Ward 5124 1577 Georgia.Ward@act.gov.au

#### **Pathology**

#### **Diagnostic Genomics**

#### **Senior Scientist**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 21536 - 0225N)**

Gazetted: 08 April 2022

Closing Date: 22 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

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

The Diagnostic Genomics Department is a multidisciplinary laboratory performing conventional cytogenetics and microarray techniques, Fluorescence In Situ Hybridisation (FISH) and molecular genetic techniques for the investigation of constitutional and somatic (oncological) abnormality. Our laboratory services Canberra and the surrounding region. The team is led by the Chief Scientist and comprised of two Health Professionals Level three (HP3), four Health Professionals Level 2 (HP2) and 1 Technical Officer (TO1).

This position offers an opportunity, under the direction of the Chief Scientist and supervising scientists of Diagnostic Genomics, to be part of a dynamic team that provides a comprehensive Diagnostic Genomics service. The position being recruited to will require participation in shift work, after-hours work and out-of-hours rosters. The successful applicant must be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Adaptability and flexibility to accommodate and lead change.

High level evaluation and analysis skills.

Strong written and oral communication skills.

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

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

Relevant tertiary qualifications and a minimum of five years' experience working professionally in a diagnostic pathology laboratory is preferred.

The successful applicant will need to be available for regular on-call, 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.

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

Provide 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: Fiona Webb (02) 5124 3449 [fiona.webb@act.gov.au](mailto:fiona.webb@act.gov.au)

#### **Surgical Services**

##### **Intensive Care**

##### **ICU Research Coordinator**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 29857 - 021YE)**

Gazetted: 08 April 2022

Closing Date: 22 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

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

<https://www.health.act.gov.au/>

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.

The primary objective of the ICU Research and Data Office is to support Clinical Research and associated Data Management. These requirements are determined primarily by the ICU Leadership Committee and the ICU Research Executive Committee.

The Research and Data Team conducts and coordinates research and data activities within the scope and governance of various committees both internal and external of ACT Health.

The Research and Data Coordinator is responsible for assisting the Research and Data Manager with ICU research projects along the continuum of the projects; research approval, site preparation, divisional education relating to research, implementation of studies, patient recruitment, data collection, data entry, data cleaning, and liaison between study groups, Investigators, Research Governance Office and Research Nurses. A large component of this job is data management which requires advanced database and computing skills.

#### **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 timely services to meet client needs

Strong leadership skills and role modelling behaviours consistent with the Vision and Values of Canberra Health Services.

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

Registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Critical Care nursing experience or holds a relevant post registration qualification.

#### **Desirable:**

Post Graduate Certificate in Critical Care Nursing and/or working towards the Master's level.

Knowledge of computer applications including experience and expertise in the Microsoft Windows environment.

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.

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

#### **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.

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

Contact Officer: Mary Nourse (02) 5124 3303 [mary.nourse@act.gov.au](mailto:mary.nourse@act.gov.au)

**Mental Health, Justice Health and Alcohol and Drug Services**

**Child and Adolescent Mental Health Services**

**Specialist Youth Mental Health Outreach**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 38020, several - 0224W)**

Gazetted: 08 April 2022

Closing Date: 22 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19. In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation

**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/Child-and-Adolescent-Mental-Health-Services> (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. The Specialist Youth Mental Health Outreach (SYMHO) team provides support and treatment to young people aged 14-25 who are experiencing psychosis or at ultra-high risk of developing psychosis. Under the direction of the Manager of CAMHS SYMHO, the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the team are expected to be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise 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 work within a multi-disciplinary team and adapt quickly to a changing environment. Commitment to achieving positive outcomes for young people and their families and carers. Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

**Position Requirements/Qualifications:** 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, for all disciplines: Previous experience working in mental health sector, post qualification. Previous experience working with young people.

**For Occupational Therapy – Mandatory:** Be registered or eligible for registration with Occupational Therapy Board of Australia. Eligibility for professional membership of Occupational Therapy Australia Applicants must have a minimum of three years (ideal five years) post-qualification experience Current Driver's licence

**For Psychology – Mandatory:** Be registered (or be eligible for general registration) as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA). Applicants must have a minimum of three years (ideal five years) post-qualification experience Current Driver's license. **Highly Desirable:** Approved (or eligible for approval) as a Supervisor and/or Secondary Supervisor for four/two Internship Programs by the Psychology Board of Australia, incl. Higher Degree Students

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



Note: There are several permanent positions available

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

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

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804/Comply](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/Comply) with CHS credentialing and scope of clinical practice requirements for allied health professionals. Undergo reference checks.

The successful applicant must be available to work a rotating roster to include weekends and Public Holidays

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

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

## **Pathology**

### **Medical Services**

#### **Phlebotomist**

**Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: C09206, several - 02226)**

Gazetted: 08 April 2022

Closing Date: 29 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

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

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.

Customer Services, ACT Pathology is primarily the liaison between patient, clinician, and laboratory. Customer Services is responsible for the collection of pathology samples from patients within the Canberra Hospital, Calvary Public Hospital Bruce, National Capital Private Hospital, outpatient collection centres within the community and a home collection service for those that are too frail to attend an outpatient room.

Under direction of the Customer Services Manager and the Senior Supervisor Pathology Collections you will be required to perform collection procedures working across all sites, perform reception duties, data entry, stock maintenance and a liaison role with patients and clinicians.

Customer Services routinely operates Monday through to Saturday between the hours of 7am to 5:30pm.

However, there may occasionally be a requirement to work outside these routine days due to public holidays and operational requirements.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

- Ability to work in a team environment.
- Good written and oral communication skills and the ability to liaise with a diverse range of clients.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Self-motivated.



Position Requirements/Qualifications:

- Relevant Certificate III in Pathology Collection or other approved qualification with a minimum of twelve months venepuncture experience.
- A current Australian driver's licence is highly desirable.
- Supply certified copy of all qualifications.
- Supply a minimum of two referees willing to be contacted
- The successful applicant will need to be available for occasional weekend and public holiday shifts and is expected to be available during school holiday periods.
- 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.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

Contact Officer: Louise Hyndes (02) 5124 2932 [louise.n.hyndes@act.gov.au](mailto:louise.n.hyndes@act.gov.au)

## Finance and Business Intelligence

### Registry Supervisor

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 20191 - 021XW)**

Gazetted: 08 April 2022

Closing Date: 22 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis and health record management across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, and Health Information Services.

The primary responsibility of Health Information Services (HIS) is the management and storage of the centralised Canberra Health Services clinical record with the main HIS team being based at Canberra Hospital. The community-based Clinical Records Unit (CRU) located at 1 Moore Street in the City is a subunit of Health Information Services. Services provided by HIS include scanning and health record management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care, research, quality improvement, education and hospital management purposes.

This position(s) maybe required to participate in overtime, on call and/or rotation roster which includes the possibility of after hours, weekend and/or public holiday work.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Ability to work independently under limited direction, prioritise and coordinate activities to achieve outcomes within tight deadlines.

Strong organisational skills with a high degree of drive.

Flexibility to accommodate change and provide responsive services to meet operational and client needs.

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

- Relevant supervisory experience in a hospital clinical record department, medical practice or similar health environment is preferred.
- Ability to navigate multiple electronic systems
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **Prior to commencement successful candidates will be required to:**

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

**Note:** This is temporary position available for a period of 12 months.

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

### **Medical Services**

#### **Pathology**

#### **Courier**

**Health Service Officer Level 4 \$56,388 - \$58,546, Canberra (PN: 48339 - 020DL)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

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

### 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.

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

Contact Officer: Louise Hyndes 51242932 Louise.N.Hyndes@act.gov.au

## CHS Chief Operating Officer Clinical Services

### CHS Medicine

#### Registered Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 39789 - 021XA)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

### POSITION OVERVIEW

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

The CHS Division of Medicine provides a range of medical specialties and allied health services. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

An exciting opportunity exists for a dynamically skilled and suitably qualified Registered Nurse within the Clinical Forensic Medical Service (CFMS).

The successful applicant will be required to work a rotating roster across the three branches of service within CFMS:

Forensic and Medical Sexual Assault Care (FAMSAC) providing forensic evidence collection and medical assessment to both male and female victims of sexual assault.

Clinical Forensics ACT (CFACT) providing triage and support services in the outreach settings of the Australian Federal Police (AFP) custodial facilities.

Nursing assessments in the outpatient Fitness to Drive Medical Clinic (FTDMC).

#### **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 and problem-solving skills with the ability to manage and prioritise competing issues

Well-developed interpersonal skills and ability to maintain effective relationships with a range of internal and external stakeholders

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

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

The successful applicant will be required to work a rotating roster, including weekends, night duty and on-call.

Must be eligible to hold and maintain a baseline AFP Security Clearance

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

Current drivers' licence

Minimum five years' experience working professionally as a Registered Nurse is preferred

Relevant experience in emergency nursing with triage skills, sexual/women's health, clinical forensics or custodial medicine.

Relevant post graduate qualification in related field (i.e. Forensic Medicine, Emergency Nursing, Sexual and Reproductive Health).

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

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

**Note:** This is a temporary part-time position available at 29.5 hours per week for six months with the possibility of extension and/or permanency, the full time salary noted above will be paid pro-rata.

#### **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.

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

Contact Officer: Cassandra Noble (02) 5124 2185 [cassandra.noble@act.gov.au](mailto:cassandra.noble@act.gov.au)

## **People and Culture**

### **HR Business Partnerships**

#### **Business Partner**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 45283, several - 0226U)**

Gazetted: 07 April 2022

Closing Date: 26 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

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

Business Partners work closely with their allocated executive and management teams in conjunction with the centres of expertise, to provide an integrated and client focused approach. As a Business Partner you will have the

ability to balance the need for consistency, and the importance of local, responsive, and flexible approaches to HR services, advocating for and on behalf of the client, to assist the Canberra Health Services in achieving an engaged and high performing workforce.

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

We are seeking experienced Human Resources professionals, with a passion for contemporary HR practice to join our growing team of business partners. This position currently attracts Public Hospital salary packaging benefits. If you are looking for an HR role that has real impact in your community, we would like to hear from you. It has never been a more exciting time to join our team, with an almost singular focus on improving our workplace culture over the coming months.

As an HR Business Partner, you will provide sound operational and strategic advice to the Executive and Management teams, translating our operational plans into tangible action.

#### 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

Enjoy working in the grey and not taking the one size fits all approach

Sound judgement, analytical skills, and the ability to think and act strategically.

Strong coaching and mentoring to facilitate the development of team members and internal clients.

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

#### Position Requirements/Qualifications:

- Relevant tertiary qualifications in Human Resources or equivalent experience are highly 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.
- Demonstrate compliance with the current Public Health Order requiring mandatory vaccinations in a hospital setting.

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

Contact Officer: Jim Tosh 0451 680 165 jim.tosh@act.gov.au

#### ACT Pathology

##### Anatomical Pathology

##### Chief Scientist (Laboratory Manager)

**Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 40056 - 021U9)**

Gazetted: 07 April 2022

Closing Date: 26 April 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

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

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, seven 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 Chief Scientist (Laboratory Manager) role is to support and work collaboratively with the Pathology Executive Director, Department Director, and the Director of Operations to ensure the effective and efficient delivery of Anatomical Pathology services.

You will be responsible for the strategic and operational management of the Anatomical Pathology department providing leadership and governance for the non-medical staff, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

The Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries). The successful candidate may be required to participate in the on-call roster.

#### **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**

Well-developed leadership qualities, including the ability to inspire and motivate others to achieve departmental and divisional goals.

High level interpersonal skills in order to influence and lead change.

Ability to think strategically while focussing on the process and procedures necessary to deliver services.

Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

#### **Qualifications:**

Relevant Tertiary qualification in Medical Laboratory Science or similar, with a minimum of ten years' experience working and/or managing a pathology diagnostic laboratory is preferred.

Tertiary qualifications (or equivalent) in Business, Public Sector or Human Resource Management highly desirable.

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

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

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

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

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

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

#### **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.

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

Contact Officer: Mary Brun 5124 2893 [mary.brun@act.gov.au](mailto:mary.brun@act.gov.au)

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

#### **Neuropsychology**

#### **Psychologist**

**Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 57026 - 0221B)**

Gazetted: 07 April 2022

Closing Date: 28 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

#### **POSITION OVERVIEW**

**Canberra Health Services (CHS)** is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services 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. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government services to ensure the best possible outcomes for consumers.

An exciting opportunity exists for a Psychologist with a strong interest in cognitive function to join the friendly and supportive MHS Neuropsychology team. The team provides high quality neuropsychological services to consumers across all programs of MHJHADS including:

- Child and Adolescent Mental Health Services
- Adult and Older Persons Mental Health Services
- Alcohol and Drug Services
- Justice Health Services
- Secure Mental Health Inpatient Services
- MHS-Intellectual Disability
- Adult Mental Health Rehabilitation Unit
- Adult Mental Health Day Service

The team also provides consultation and in-servicing of staff, supervision of psychologists and provisional psychologists, and advice to the Division on matters related to neuropsychological assessment and intervention.

The overall functions of the Psychologist include:

- Promoting positive client outcomes through the provision of high-quality clinical services, with support
- Providing individual or group service delivery
- Performing normal professional work under general professional guidance
- May perform novel, complex, critical, or difficult tasks with professional supervision

The Psychologist position reports to the Team Manager of MHS Neuropsychology.

This is a position for a new graduate psychologist. Provisional psychologists who have submitted their application and are awaiting formal approval of general registration with the Psychology Board of Australia are encouraged to apply.

The successful applicant will be part of a large network of psychologists with access to internal training and education. Psychologists in MHJHADS professionally report to the Principal Psychologist and are supported to meet their professional learning goals.

At the end of the graduate year, consideration for ongoing appointment as a Health Professional Level 2 is contingent on successful recruitment through a merit selection process.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

- Ability to manage confidential and sensitive information.
- 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.
- High-level interpersonal, communication and team building skills, appropriate to work in a multidisciplinary clinical environment.

#### **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.
- Be registered or be eligible for general registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (Ahpra).
- A strong interest in psychometric testing. This position is ideal for those who seek to professionally develop their knowledge and skills in the assessment of cognitive function.

**Desirable:**

- Previous clinical placement experience in psychometric assessment
- Current driver's licence
- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

**Prior to 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 of 12 months .

Contact Officer: Mia Cotan Utomo 51241269 mia.cotanutomo@act.gov.au

## **Infrastructure and Health Support Services**

### **Project Officer FFE**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 54544 - 02250)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation. The Project Officer FFE role will report to the Project Director, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with clinical teams and infrastructure delivery partners, Major Projects Canberra. Under limited direction, the Project Officer FFE will be responsible for managing the specification, procurement, installation and commissioning of Major Medical Equipment (MME) and Furniture Fittings and Equipment (FFE) to support major health infrastructure projects. This includes ensuring items are delivered on time and within budget, whilst minimising impacts to clinical services from operating Project Officer FFE, Capital Project Delivery Project Director, Capital Project Delivery Senior Director, Capital Project Delivery within a live hospital environment. A key element will be engaging with internal and external stakeholders, and managing stakeholders expectations to deliver agreed project outcomes

### **ABOUT YOU**

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

### **Behavioural Capabilities**



To be successful in this position, you will be someone who thrives on working in a fast paced, stimulating and results-orientated environment.

You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes. You will also have a demonstrated track record of working in a team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

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

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

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

**Position Requirements/Qualifications:**

**Desirable**

Experience in the planning, specification and/or procurement of medical equipment and specialist furniture items in the health sector.

The successful applicant will:

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

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

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

Contact Officer: Owen Hughes N/A owen.hughes@act.gov.au

**Pathology**

**Haematology**

**Haematology Scientist**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 16180 - 021F5)**

Gazetted: 07 April 2022

Closing Date: 25 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

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

The Immunophenotyping section of the laboratory performs flow cytometry to aid in the diagnostic investigation of malignant and non-malignant haematological disorders as well as immunological disorders. Other assays

performed by this section include foeto-maternal haemorrhage quantification and stem cell enumeration for autologous peripheral blood stem cell and bone marrow transplant procedures.

Under direction of the Immunophenotyping Senior Scientist, the scientist role is responsible for the provision of the department's Immunophenotyping services. This includes day-to-day routine processing of specimens, acquisition and analysis of results, instrument trouble shooting, investigation of difficult or complex cases, monitoring of quality control and participation in quality assurance programs.

This position is an opportunity to be part of a growing team in a specialist area of pathology, with room for personal development and possible career opportunities.

There is a requirement to work on-call, after hours, occasional 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 particularly 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.

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

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 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.

#### **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: Jackie Pratt 5124 2034 Jackie.Pratt@act.gov.au

### **Cancer and Ambulatory Support**

#### **Central Health Intake**

##### **Team Leader**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 14241 - 0223X)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

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

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

CHS Central Health Intake is responsible for the intake, assessment and referral of consumers wishing to access CHS community-based services and specialist outpatient services at the Canberra Hospital. Central Health Intake currently incorporates both Community Health Intake, the Central Outpatient's Intake and Central Outpatient Reception. These services are co-located under a single management structure of Central Health Intake. The Team Leader is responsible for managing the workflow and quality of a specified team as well as undertaking a range of administrative tasks which require a combination of speed, interpretation, and attention to detail.

#### 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

1. 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.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet consumer needs.
3. High level communication skills and the ability to develop and maintain networks across Canberra Health Services, external parties and team members.
4. Strong leadership and mentoring skills.

#### Position Requirements/Qualifications:

- Ability to work under limited supervision in a fast-paced environment and adapt to change is highly 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.

Note: This is a temporary position available for four months with the possibility of extension and/or permanency. Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Bernadette Armati (02) 6205 2339 [bernadette.armati@act.gov.au](mailto:bernadette.armati@act.gov.au)

#### eHealth and Informatics

#### Digital Health Record Project

#### Readiness End User Device Leader

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54721 - 0224A)**

Gazetted: 07 April 2022

Closing Date: 14 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. This role will assist CHS clinical, administration and management staff to be ready for the DHR. The CHS change management project is being coordinated through the Office of the Chief Information Officer (CIO) of CHS.

#### 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

- You will be an outstanding communicator, able to drive collaboration and inclusion.
- You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.
- Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

#### Position Requirements/Qualifications:

A minimum of 12 months ICT experience working within a health care setting, will be highly regarded.

- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time, as the project nears go-live.
- 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.

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

Selection may be based on application and referee reports only.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Kerri McGufficke (02) 5124 9332 Kerri.McGufficke@act.gov.au

## Infrastructure and Health Support Services

### Sterilising Services

#### Training and Development Manager

**Technical Officer Level 3 \$78,051 - \$88,207, Canberra (PN: 11741 - 0225E)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <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 is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services. Under limited direction the Sterilising Services Training and Development Manager is responsible for the orientation, training, and development of new and existing staff, ensuring training is developed and delivered in accordance with national standards and CHS policies, and ensuring a patient focused quality product and service are delivered to each customer. This position is a combination of developing training and education programs and competencies, practical training delivery, and administrative duties.

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 Canberra Hospital
- Sterilising Unit at Calvary Public Hospital Bruce
- Central Reprocessing Unit (CRU) within the Gastroenterology and Hepatology Unit at Canberra Hospital

#### ABOUT YOU

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

#### Behavioural Capabilities

Clear leadership and organisational skills with ability to manage competing priorities.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs whilst upholding a high level of customer service.

Strong communication and interpersonal skills and passionate about a patient focused service.

#### Position Requirements/Qualifications:

##### Mandatory:

- Certificate III in Sterilising
- Certificate IV or higher in Workplace Training and Assessment
- A minimum of five years' experience in decontaminating, inspecting, packing, wrapping, and sterilising RMD

##### Highly Desirable

- Current class C driver's licence.
- Proficient in using Microsoft office tools such as Word and Excel
- 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.

Note: Selection may be based on written responses to the Selection Criteria and referee reports only. Please note that you must be a citizen or permanent resident of Australia to apply.

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.

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

Contact Officer: Aishwarya Konakalla (02) 512 43146 [aishwarya.konakalla@act.gov.au](mailto:aishwarya.konakalla@act.gov.au)

## Finance and Business Intelligence

### Revenue Data

#### National Disability Insurance Scheme Team Leader

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 30827 - 02252)

Gazetted: 08 April 2022

Closing Date: 22 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets,

financial management, and providing strong operational finance and performance reporting analysis across the health service.

We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

The Patient Accounts National Disability Insurance Scheme (NDIS) Team is responsible for accurate and timely revenue collection and related reporting for NDIS activity.

The Team Leader reports to the Assistant Director and is responsible for managing a small 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.

#### **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

High level of data integrity skills

High level of skills in oral and written communication

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

##### **Relevant is preferred:**

Experience with hospital patient information systems, billing systems and a sound understanding of NDIS billing would be an advantage

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.

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

##### **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: Clare Crawford 51249016 [clare.Crawford@act.gov.au](mailto:clare.Crawford@act.gov.au)

#### **People and Culture**

##### **Employment Services**

##### **Manager Workforce Inclusion**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 42875 - 0223H)**

Gazetted: 13 April 2022

Closing Date: 3 May 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind.

Under current Public Health Emergency Directions all Canberra Health Services staff are to be fully vaccinated by 1 December 2021.

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

##### **About You**

CHS 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.

##### **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 People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment.

The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Reporting to the Director Workforce Planning, the Manager Workforce Inclusion plays a key role in developing, researching, implementing and evaluating programs that support social inclusion in CHS with a particular focus on Aboriginal and Torres Strait Islander people and people with disability. Other employment groups that will be supported by this role include women, lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people, and culturally and linguistically diverse (CALD) people.

The role of Manager Workforce Inclusion represents CHS both internally and externally in regard to social inclusion matters; ensures effective communication between CHS business units and relevant external groups and networks; and coordinates the provision of information and advice to CHS.

#### **Behavioural Capabilities**

Strong Organisational and time management skills

High level communication skills.

Be proactive, enthusiastic and driven to make positive change

#### **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.

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

Contact Officer: Flavia D'Ambrosio 5124 9585 [Flavia.Dambrosio@act.gov.au](mailto:Flavia.Dambrosio@act.gov.au)

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

#### **Allied Health**

#### **Social Worker, NDIS Lead**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 57225 - 02271)**

Gazetted: 13 April 2022

Closing Date: 27 April 2022

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

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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community based care across a range of settings.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of CHS's network of health facilities designed to meet the needs of our ageing and growing population.

The RACS Social Work service is a contemporary evidence-based service, providing high quality inpatient and outpatient care at the University of Canberra Hospital, Canberra Hospital and community health centres. The service provides assessment and intervention relating social work support for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. RACS Social Work provides an integral role in establishing and providing services for the National Disability Insurance Scheme and Commonwealth Home Support Program participants. In this position it is expected you will provide specialist skilled clinical assessment and perform specialised psychosocial interventions for clients assessed as having multi-faceted and complex high-level care or therapy needs requiring NDIS services. You will also provide oversight and apply quality improvement processes to the RACS Social Work team as a discipline and as an integrated allied health service working across multiple clinical areas. You will provide regular input into, and form, an integral part of the RACS Social Work leadership team. You will be required to oversight professional development and supervision, promote and participate in quality improvement and research initiatives, and contribute to team processes.

#### **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**

Advanced organisational skills with a high degree of drive

Adaptability and flexibility to respond to evolving circumstances and provide responsive services to meet client and organisational needs

Effective communication and interpersonal skills demonstrating leadership

Ability to perform novel, complex, critical or difficult tasks with limited supervision.

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

Relevant qualifications and experience are essential.

Tertiary qualifications in Social Work

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

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

Applicants must have a minimum of five years' experience working professionally in social work.

Previous clinical experience working with complex NDIS clients in a sub-acute health environment is desirable.

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

Current driver's licence (mandatory for community positions).

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:**

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.

**Note:** This is a temporary position available for eight months with the possibility of permanency. This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Natasha Synnott 02 5124 0075 [natasha.synnott@act.gov.au](mailto:natasha.synnott@act.gov.au)

#### **Medicine**

#### **Ward 7B**

#### **Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$129,103, Canberra (PN: 10061 - 0227U)**

Gazetted: 13 April 2022

Closing Date: 2 May 2022



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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Clinical Nurse Consultant Registered Nurse 3.2 position will be responsible for the operational management and leadership of the Medical Ward. The successful applicant will be able to manage efficiently, lead quality improvement, participate in research and coordinate the delivery of care to patients who are admitted to the Medical Ward.

The position is full time working Monday to Friday within business hours, provides clinical support, education and care coordination for patients. The position is responsible for the operational management and leadership of a multidisciplinary team.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

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

Holds or is working towards a post graduate qualification relevant to nursing/management and a minimum of five years' experience working professionally in Medical and or Surgical Nursing is preferred.

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

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.

#### **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.

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

Contact Officer: Margaret McManus (02) 5124 5164 [Margaret.McManus@act.gov.au](mailto:Margaret.McManus@act.gov.au)

#### **Acute Allied Health service**

#### **Nutrition Department**

#### **Manager Nutrition**

**Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 27505 - 021V9)**

Gazetted: 13 April 2022

Closing Date: 27 April 2022

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**Our Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

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

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Strong clinical leadership and supervision skills.

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

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

##### **Mandatory:**

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

Be registered under the Working for Vulnerable People Act.

Hold a current driver's licence.

##### **Other:**

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.

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Andrew Slattery 02 51245135 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

**Division of Women Youth and Children**

**Paediatrics**

**Project Lead**

**Senior Officer Grade A \$155,107, Canberra (PN: 53719 - 021P0)**

Gazetted: 13 April 2022

Closing Date: 3 May 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

**POSITION OVERVIEW**

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

The paediatric department sits within the Division of Women Youth and Children, Canberra Health Services and operates 24 hours, seven days a week, offering a wide range of clinical services for children and young people in Canberra and the Southeast Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of cardiac disease.

The Project Lead will oversee the implementation, and on-going monitoring of the recently commissioned Paediatric Service and Organisational review. Working in partnership with the Paediatric Department leadership team, under direction from the Executive Director, you will play a key role in ensuring key recommendations are delivered in consultation with all relevant stakeholders.

**ABOUT YOU**

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

**Behavioural Capabilities**

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

- Think strategically / aware and responsive to political signals and pressures
- Leadership, negotiation, and motivation.
- Work across boundaries with flexibility to changing demands and priorities
- Pragmatic and practical, hands-on approach to achieving project timelines

**Position Requirements/Qualifications:**

**Mandatory:**

- Experience in a busy clinical operation or change management role.

**Highly desirable:**

- Tertiary qualifications or equivalent in a health-related field and/or management.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Susan Freiberg (02) 5124 7389 [susan.freiberg@act.gov.au](mailto:susan.freiberg@act.gov.au)

**Mental Health, Justice Health, Drug and Alcohol Services**

**Child and Adolescent Mental Health Services**

**Clinical Manager**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 25966 - 02297)**

Gazetted: 13 April 2022

Closing Date: 3 May 2022

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

#### POSITION OVERVIEW

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

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 clinicians.

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

#### ABOUT YOU

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

#### Position Requirements/Qualifications:

##### Mandatory for all disciplines:

- Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of one years' post-qualification experience working professionally in respective field.
- A current driver's licence.
- Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.
- Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).
- Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT Working with Vulnerable People Act 2011

##### Highly desirable for all disciplines:

- Experience working with children, young people, and adults with a Mental Illness.
- The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.
- 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.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Simone Clarke (02) 5124 1407 [Simone.Clarke@act.gov.au](mailto:Simone.Clarke@act.gov.au)

**Division of Medicine**

**Emergency Department**

**Emergency Department Administration Officer**

**Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 19860, several - 02274)**

Gazetted: 12 April 2022

Closing Date: 19 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Division of Medicine provides a range of medical specialties. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing and allied health staff.

The Administration Officer is responsible for the administrative activities within the Emergency Department such as patient registration, bed management, discharging patients and the coordination of medical records whilst providing high quality customer service 24 hours a day, 7 days a week.

**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**

Provide a high level of administrative support under pressure

Excellent customer service skills

Be a proactive, enthusiastic and strong communicator

Be able to quickly acquire knowledge and understanding of situations and subject matter.

**Position Requirements/Qualifications:**

The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster.

Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential.

Knowledge of the Emergency Department Information System (EDIS) is desirable but not essential.

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

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

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

**Note:** An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Ashley Young 5124 4115 [Ashley.Young@act.gov.au](mailto:Ashley.Young@act.gov.au)

## Medical Services

### Medical Imaging

#### Registered Nurse 1

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 38205 - 021JR)**

Gazetted: 12 April 2022

Closing Date: 26 April 2022

Details:

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

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

The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease. The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

#### 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 prioritize and work independently and as part of a multidisciplinary team

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

High level patient assessment skills

High level communication skills and the ability to think critically

#### Position Requirements/Qualifications:

Relevant tertiary qualifications in the field of nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and minimum of one years' experience working in clinical hospital setting.

The successful applicant will need to be available for a rotating roster, including a close call roster requirement. 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

Post graduate qualifications (or working towards) in relevant field.

Current driver's licence.

#### Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

**Note:** This is a temporary position available for a period of 10 months with the possibility of extension and/or permanency.

Contact Officer: Misty Wilson 5124 4333 [Misty.Wilson@act.gov.au](mailto:Misty.Wilson@act.gov.au)



## Medicine

### Ward 9A

#### Clinical Nurse Consultant

**Registered Nurse Level 3.2 \$129,103, Canberra (PN: 22150 - 0227T)**

Gazetted: 12 April 2022

Closing Date: 29 April 2022

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Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Clinical Nurse Consultant RN3.2 position will be responsible for the operational management and leadership of the Medical Ward. The successful applicant will be able to manage efficiently, lead quality improvement, participate in research and coordinate the delivery of care to patients who are admitted to the Medical Ward. The position is full time working Monday to Friday within business hours, provides clinical support, education and care coordination for patients. The position is responsible for the operational management and leadership of a multidisciplinary 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.

#### Behavioural Capabilities

1. Strong organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

#### Position Requirements/Qualifications:

Holds or is working towards a post graduate qualification relevant to nursing/management and a minimum of five years' experience working professionally in Medical and or Surgical Nursing is preferred.

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA),
- Hold a current driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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: Margaret McManus (02) 5124 5164 [margaret.McManus@act.gov.au](mailto:margaret.McManus@act.gov.au)

## Oral Health Services

### Information and Administration Manager

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 28403 - 0225P)**

Gazetted: 11 April 2022

Closing Date: 28 April 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

**POSITION OVERVIEW**

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

Responsibility Statement: Be responsible for Management of Information and reporting services within the program, provide system administration for the electronic clinical record system Dental Titanium, lead the Administration team within the service as well as operationally manage the Mobile Dental Clinics, coordinate training of staff using the Dental Software package. Applicants should be enthusiastic and have excellent interpersonal skills, enjoy working as part of a team and have experience in people management. Experience in a public Dental environment is highly desirable. 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

**ABOUT YOU**

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**Behavioural Capabilities**

Strong Organisational skills

High level of people management skills

Sound time management and communication skills

Be proactive, enthusiastic and a strong communicator

**Position Requirements/Qualifications:**

Management experience in Public Dental Programs

Sound understanding of Dental terminology and item numbers

Highly developed conflict and negotiation skills

A current Driver's license is required.

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.

**Note:** This is a temporary position available for eight months with the possibility of extension.

**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: Kireet Taneja 51241732 [Kireet.Taneja@act.gov.au](mailto:Kireet.Taneja@act.gov.au)

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

### **Community Care Program**

#### **Podiatry Allied Health Assistant**

**Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level), Canberra (PN: 57241, several - 02270)**

Gazetted: 11 April 2022

Closing Date: 28 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

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

RACS/Community Care services work collaboratively with patients, clients, and individuals, involving their carers and family, as well as other services within and external to Canberra Health Services. Community Care Podiatry services are offered from community health centres within the ACT, and the University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research.

We pride ourselves on our continual drive to deliver exceptional patient care. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind. This involves promoting positive patient outcomes through the provision of exceptional clinical services, networking, and health promotion activities under the direction of the Podiatry Manager.

In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

#### **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**

1. Strong organisational skills with a high degree of drive and initiative.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs.
3. Strong interpersonal and communication skills and confidence communicating across a range of media.
4. Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement

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

- Certificate IV in Allied Health Assistance with Podiatry skill set attained from a Recognised Training Organisation.
- Current Driver's Licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

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

- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
  - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Amanda McLean (02) 5124 1229 [Amanda.mclean@act.gov.au](mailto:Amanda.mclean@act.gov.au)

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

### **RACS Administration**

#### **Community Care Administration Support**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 17921 - 0225G)**

Gazetted: 08 April 2022

Closing Date: 15 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the University of Canberra Hospital.

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

#### **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**

- Good interpersonal skills and passionate about high quality customer service.
- Strong organisational skills with a strong work ethic.
- Able to work in a collaborative manner as part of a multi-disciplinary team.

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

- The successful applicant may 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.

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: Simon Anderson (02) 5124 8303 [simon.r.anderson@act.gov.au](mailto:simon.r.anderson@act.gov.au)

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

### **Allied Health Assistant**

**Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level),  
Canberra (PN: 14148, several - 0226S)**

Gazetted: 11 April 2022

Closing Date: 28 April 2022

**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

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

**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes the Canberra Hospital, University of Canberra Hospital and community based services. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

The RACS Occupational Therapy service is a dynamic team of occupational therapists and allied health assistants. We work to enhance function, activity and independence for patients. We treat and manage patients with a range of conditions and injuries including but not limited to: neurological disorders, amputations, musculoskeletal injuries and complex medical conditions.

Under the supervision of an Occupational Therapist, the Allied Health Assistant plays a key role in the day to day functioning of the Occupational Therapy team. The Allied Health Assistant provides day to day occupational therapy services to a range of patients within a designated caseload. The position provides assistance in meeting the caseload requirements of the broader Occupational Therapy Team.

Allied Health Assistants have direct clinical supervision from an Occupational Therapist and are supported by an experienced team of and other Allied Health Assistants.

The Allied Health Assistant is required to work flexibly which may mean working across different services, locations and participate in a weekend roster.

**ABOUT YOU**

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**Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Friendly, warm, caring and empathetic

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

Able to work with others in a team.

**Position Requirements/Qualifications:**

**Mandatory:**

Certificate IV in Allied Health Assistance.

Current driver's license.

**Note:** If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in Canberra Health Service facilities, the person occupying this position will be required to comply with Canberra Health Service credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).  
Comply with Canberra Health Service credentialing and scope of clinical practice requirements for Allied Health professionals.

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

Contact Officer: Jane Lawrence (02) 5124 0073 [jane.lawrence@act.gov.au](mailto:jane.lawrence@act.gov.au)

## **Mental Health, Justice Health, Alcohol and Other Drugs Services**

### **Child and Adolescent Mental Health Services**

#### **CAMHS - Eating Disorders Clinical Hub**

##### **Manager**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 27585 - 0229F)**

Gazetted: 13 April 2022

Closing Date: 3 May 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

##### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>  
Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis and two services; Eating Disorders and Perinatal Infant Mental Health Services who also provide clinical services to adults. CAMHS Eating Disorder Clinical Hub (the Hub) and Eating Disorders Program (EDP) provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The Hub and EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

The permanent full time team manager's role will provide clinical leadership to the Eating Disorder Clinical Hub and Eating Disorder Program. This Team managerial role will include the daily management of a multidisciplinary service, including clinical leadership of intake, assessment, delivery of evidence based treatment, care escalation and consultation and liaison. They will also be responsible for chairing multi-disciplinary team meetings, clinical case reviews and operational management of staff. The team manager will facilitate training, education, group work and provide clinical supervision to HP1, HP2, HP3, RN's, students and allied health assistants.

The role will also require the team manager to undertake professional development, participate and lead quality initiatives and the management of human, financial and physical resources, including work, health, and safety.

##### **ABOUT YOU**

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##### **Behavioural Capabilities**

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

- Strong Organisation Skills with a high degree of drive.
- Adaptability and flexibility to accommodate change and provide responsive services to staff and clients
- Teamwork and ability to work collaboratively as part of a management team

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

Relevant Tertiary qualifications in either Social work, Psychology or Occupational Therapy and a minimum of five years' experience working professionally in a health setting is preferred.

- 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.

**Prior to commencement successful candidates will be required to:**

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

**Note:** The successful candidate will be required to:

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

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

## **People and Culture**

### **Workforce Strategy and Planning**

#### **Director Workforce Planning**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 30694 - 0226Y)**

Gazetted: 12 April 2022

Closing Date: 29 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

The CHS Workforce Strategy and Planning team are seeking a skilled and experienced workforce planner to join our team. We are focussed on the development of large strategic classification specific workforce plan development as well as operational workforce reviews and plans to assist our frontline services deliver exceptional care to our community.

Under broad direction, you will play a key role in providing expert advice relating to workforce management, planning and analysis of complex workforce issues across the health service. The successful applicant will be proactive, flexible, adaptive and comfortable working in a complex work environment.

#### **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**

You will be a champion of CHS's vision and goals and actively promote a shared commitment to the strategic direction. You will have strong organisational skill with a proactive approach to workload management. You will be adaptable, an effective team collaborator and enjoy working within a small but supportive team environment. You will have strong communication skills with an ability to understand complex and competing problems to form a solution and assist with

implementation of remediations.

Position Requirements/Qualifications:

Mandatory:

Previous experience as a workforce planner and project management in a complex work environment.

Previous experience or training in PowerBI builds and data analysis

Desirable:

- Previous experience/employment or knowledge of complexities of employment within a health care environment
- 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.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Kyra Maher (02) 5124 9553 kyra.maher@act.gov.au

## **Operational Support Services**

### **Protective Services**

#### **Security Coordinator (Asset Coordination)**

**Health Service Officer Level 9 \$78,051 - \$88,207, Canberra (PN: 40119 - 0225M)**

Gazetted: 12 April 2022

Closing Date: 13 May 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

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

The Protective Services section is embedded within the Infrastructure and Health Support Services Division. Protective Services' mission is to provide the necessary climate and mechanisms that will enable staff, patients and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and protecting persons and property.

As a Security Coordinator you will be responsible for leading our asset management and maintenance coordination. The successful applicant will build strong relationships with our security infrastructure partners across all facets, including technicians, locksmiths, and vendors. Further, you will also support our business by undertaking administrative functions in relation to rostering, invoicing and service improvements.

The Security Coordinator is expected to work collaboratively with business units across the Directorate and be supportive and flexible in their approach to changing priorities.

#### **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**

1. Influencing and persuading
2. Ability to work within protocols, processes and use initiative
3. Strong attention to detail
4. Professionalism, a strong moral compass, and teamwork.

Position Requirements/Qualifications:



The successful applicant must (mandatory):

- Possess a Certificate II in Security Operations and an ACT Security Licence
- Possess an unencumbered ACT driver's Licence (or equivalent)
- Be prepared to wear a uniform
- Be able to complete a continuous 500m run comprising of a series of five 100m laps, with stair ascent and descent of 10 steps at the end of each lap, and a 20m dummy drag, in under 5 minutes on an annual basis
- Be willing to be, and remain, vaccinated against vaccine-preventable diseases during their employment
- Attain a Software House CCURE 9000 Level 2 certification within the first 12 months of employment.

The successful applicant should (desirable):

- Possess a tertiary qualification in Contract Management.
- Possess a sound understanding of providing security services in a healthcare setting.
- 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.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
  - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
  - Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
- Contact Officer: Chris Mooney (02) 51245145 [chris.mooney@act.gov.au](mailto:chris.mooney@act.gov.au)

## **Nursing and Midwifery and Patient Support Services**

### **Nursing and Midwifery Resource Office**

#### **Clinical Nurse Educator**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 56909 - 0210D)**

Gazetted: 11 April 2022

Closing Date: 25 April 2022

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

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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The CNE of the Nursing and Midwifery Resource Office (NMRO) is responsible for the day-to-day educational management of the relief and casual nursing staff and a small team of CDN's. The CNE is to provide expert educational leadership and management. The CNE will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate education. It is expected that the CNE will promote, incorporate, and maintain the National Safety and Quality Health Standards at an educational level. You will collaborate and liaise with educators in other clinical areas to assess training and education needs to enable staff to work across a multitude of areas.

There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the NMRO team to support the professional development of the relief and casual nursing workforce.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

- Highly organised and motivated
- Adaptability and flexibility to accommodate change and provide responsive services to meet staff and clients' needs
- Good leadership skills with the ability to work independently to agreed outcomes.
- Excellent interpersonal and communication skills

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

##### **Mandatory:**

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of 5 years of Clinical experience
- Be an approved train the trainer

##### **Desirable:**

- Post graduate qualifications in nursing, education, or related field.
- Recent relevant experience in Education.
- Current driver's licence.
- 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:**

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

**Note:** This is a temporary position available for a period of three months with possibility of extension.

Contact Officer: Christopher Harris 51247130 Christopher.Harris@act.gov.au

#### **Acute Allied Health Services**

##### **Psychology**

##### **Clinical Psychology Lead**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 48430 - 021ZQ)**

Gazetted: 11 April 2022

Closing Date: 27 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Canberra Health Services Division of Allied Health Services provides a range allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

An exciting opportunity exists for a Clinical Psychologist to join the friendly and supportive Acute Support Psychology team in the Division of Medicine. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality clinical psychology assessment and intervention as part of the Allied Health team providing services to a range of services from acute ward settings to specialised services such as the ACT Hospital in the Home service, the Spinal Pain Service and the Pain Management Unit. This position also provides opportunity for long-term therapeutic work with people across the lifespan in outpatient settings. This position will report to the Psychology Manager.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

- Strong interpersonal and communication skills.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Strong organisational skills with a strong work ethic.
- Able to relate to people of varied backgrounds.

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

##### **Mandatory:**

- Tertiary qualifications (or equivalent) in Clinical Psychology.
- General registration with the Psychology Board of Australia.
- Area of Practice Endorsement in Clinical Psychology

##### **Desirable:**

- Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology.
- Previous experience working with a multidisciplinary team in an acute care setting
- 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:**

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

**Note:** This is temporary position available for a period of 12 months with possibility of extension or permanency. While the position is fulltime we are happy to consider applicants wishing to work part time. This position is eligible for a Psychology Group Attraction and Retention Incentive of \$1,065. The ARIn will be reviewed every 12 months where the ARIn will 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 combined salary and ARIn amount for this position is \$123,127.

Contact Officer: Elissa Jacobs 51242045 [Elissa.Jacobs@act.gov.au](mailto:Elissa.Jacobs@act.gov.au)

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

##### **Division of Nursing**

##### **Personal Assistant**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 24109 - 0227D)**

Gazetted: 11 April 2022

Closing Date: 25 April 2022

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

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

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

An exciting opportunity exists for a suitable applicant to fill the position of Personal Assistant (ASO4) to the Director of Nursing (DON), Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). This position is available for 2.5 months from 8 June 2022, with the possibility of extension. The Division of MHJHADS is a clinical division of Canberra Health Services. The Division provides a range of health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are provided across a range of inpatient and outpatient settings across the ACT.

#### **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 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.

Office of the Director of Nursing (DON) provides operational responsibility for all inpatient areas across the Division;

- Adult Mental Health Unit (AHMU), Canberra Hospital
- Mental Health Short Stay Unit (MHSSU), Canberra Hospital
- Dhulwa Secure Mental Health Unit
- Gawwong Extended Care Unit, and
- University of Canberra Mental Health Rehabilitation Unit.

This position is responsible for the provision of high level administrative support to the Director of Nursing, other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

#### **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.

Good communication and interpersonal skills.

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

An understanding in dealing with persons for whom the MHJHADS Division provides services.

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

It is highly desirable that the successful applicant hold a current driver's licence and has experience within a health administration area.

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

#### **Prior to commencement successful candidates will be required to:**

- Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for 2.5 months with possibility of extension and/or permanency.

Contact Officer: Georgia Ward 51241577 [Georgia.Ward@act.gov.au](mailto:Georgia.Ward@act.gov.au)

## **Cancer and Ambulatory Support**

### **Cancer and Ambulatory Support**

#### **Administration Officer**

**Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 17442, several - 02243)**

Gazetted: 12 April 2022

Closing Date: 26 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

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

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

The Administration Officers work with the wider to provide administrative support to the Division for people accessing cancer services.

#### **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**

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

A passion to provide administration support and a professional work ethic

A commitment to customer service with an ability / previous history of providing excellent administration support

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

Relevant experience of working in administration.

The successful applicant will need to be available for occasional 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.

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

Undergo Reference Checks

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

Contact Officer: Mandy Willingham (02) 5124 8309 [Mandy.Willingham@act.gov.au](mailto:Mandy.Willingham@act.gov.au)

## **Medical Imaging**

### **Medical Services**

#### **Personal Assistant**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 43972 - 02257)**

Gazetted: 11 April 2022

Closing Date: 28 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### POSITION OVERVIEW

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

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

The Personal Assistant to the Clinical Director will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the Department and continually apply judgement, initiative, critical thinking, and common sense.

The Personal Assistant reports to the Clinical Director through the Operations Manager and works closely with other senior leadership teams, including the Clinical Executive Directors across CHS.

#### 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

1. High level interpersonal and communication skills, with the demonstrated ability in establishing and maintaining productive and collaborative internal and external working relationships.
2. Strong writing and organisational skills with a high degree of initiative and drive.
3. A demonstrated understanding of confidentiality, as well as the ability to be flexible and responsive in a complex and fast paced working environment.

#### Position Requirements/Qualifications:

##### Desirable

- Knowledge and experience with ACT Health information management systems, including ACTPAS and IDIS (Integrated Diagnostic Imaging Solution).
- Medical Terminology Certificate and experience with medical terminology.
- High-level computer and keyboard skills.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Kate Woodward (02) 5124 4233 [kate.woodward@act.gov.au](mailto:kate.woodward@act.gov.au)

#### Infrastructure and Health Support Services

##### Project Manager

**Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 57214 - 02258)**

Gazetted: 08 April 2022

Closing Date: 27 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

## POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

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

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

## ABOUT YOU

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### 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.

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

#### 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: Owen Hughes (02) 5124 8732 [owen.hughes@act.gov.au](mailto:owen.hughes@act.gov.au)

## Medical Services

### Medical Imaging

#### Radiographer

**Medical Imaging Level 3 \$108,340 - \$114,157 (up to \$119,818 on achieving a personal upgrade), Canberra (PN: 28795 - 0223W)**

Gazetted: 08 April 2022

Closing Date: 27 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind



Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

This radiographer position is a clinical role and is responsible for the provision of general and advanced radiography services during business hours and for providing leadership to the radiography team afterhours and on weekends. In addition to the provision of excellent patient care, the position contributes to scheduling and throughput of patients, as well as immediate interactions with students and staff across the multidisciplinary team.

The position is required to support the Medical Imaging Department in the provision of a 24 hour seven days a week service, with particular emphasis towards advanced imaging in CT, Angiography and/or MRI.

The 24/seven roster includes shift work, overtime and on-call duties outside normal working hours, with occasional rostered night shift duty when required. The position may also be rostered to shifts based outside of Canberra Hospital in a remotely supervised capacity (e.g. University Canberra Hospital and Weston Creek satellite 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.

#### **Behavioural Capabilities**

Ability to work within a multi-disciplinary team, lead by example and demonstrate high level organisational skills.

Adaptable and flexible to accommodate change and provide responsive services to meet clients' needs.

Excellent communicator - both verbal and written - displaying ability to liaise with a diverse range of stakeholders.

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

Relevant tertiary qualifications in Medical Radiation Science and a minimum of three years' post graduate experience working in a multidisciplinary medical imaging department, preferably within a trauma and teaching hospital.

Broad experience in CT, Angiography and /or MRI is required.

Registration as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) (or eligible to obtain).

Current ACT Radiation licence (or eligible to obtain).

The successful applicant will need to be available to undertake shift work, participating in a 24/7 roster including after-hours, weekend and overtime work as required. The successful applicant may also be rostered to night shift duty on occasion.

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.

**Note:** A merit list will be established from this process to fill identical vacancies at level over the next 12 months.

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services credentialing requirements for allied health professionals.

Comply with ACT Health occupational screening requirements related to immunisation.

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

Contact Officer: Sam Wilson (02) 5124 2111 [sam.wilson@act.gov.au](mailto:sam.wilson@act.gov.au)

## **Surgical Services**

### **Intensive Care Research**

#### **ICU Research and Data Manager**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 17886 - 021WH)**

Gazetted: 08 April 2022

Closing Date: 22 April 2022

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

#### **POSITION OVERVIEW**

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

<https://www.health.act.gov.au/>

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.

The primary objective of the ICU Research and Data Office is to support Clinical Research and associated Data Management. These requirements are determined primarily by the ICU Leadership Committee and the ICU Research Executive Committee.

The Research and Data Team conducts and coordinates research and data activities within the scope and governance of various committees both internal and external of ACT Health.

The Level 3 Research and Data Manager is the first line of contact for Research Sponsors and the ANZICS Clinical Trials Group. Duties include oversight of all ICU research projects along the continuum of the projects; research approval, site preparation, divisional education relating to research, implementation of studies, patient recruitment, data collection, data entry, data cleaning, and liaison between study groups, Investigators, Research Governance Office and Research Nurses. A large component of this job is data management which requires advanced database and computing skills.

#### **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 timely services to meet client needs
- Strong leadership skills and role modelling behaviours consistent with the Vision and Values of Canberra Health Services.

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

- Registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Post graduate qualifications in Critical Care Nursing and/or Masters level research qualification.

#### **Desirable:**

- Post Graduate Certificate in Critical Care Nursing and/or working towards the Master's level.

- Proven experience in coordinating research in the critical care environment.
- Established skills in the use and application of databases - including the development of programs for analysis of data. The applicant will require advanced knowledge of computer applications including experience and expertise in the Microsoft Windows environment.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

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

**Note:** This is a temporary position available for a period of six months with possibility of extension.

Contact Officer: Mary Nourse 0251243303 Mary.Nourse@act.gov.au

**Rehabilitation Aged and Community Services**

**Equipment Services**

**Health Service Officer, Equipment Loan Service**

**Health Service Officer Level 3 \$54,613 - \$56,388 (Retention Point CHS Only \$56,483-\$61,166), Canberra (PN: 28693 - 0226E)**

Gazetted: 11 April 2022

Closing Date: 25 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

**POSITION OVERVIEW**

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

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

RACS work collaboratively with patients, their carers and other services within and external to CHS.

The Equipment Loan Service team is responsible for effective and efficient delivery, collection, cleaning and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high-quality customer service and client care. Hours of work will be between 8:00am – 12:00 midday Saturday and Sunday (8 hours every weekend only). Applicants will also be required to work some 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 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.

**Position Requirements/Qualifications:**

- Hold a current driver's licence.
- A high level of fitness and ability to perform all duties

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Carmen Connellan (02) 5124 1065 [Carmen.Connellan@act.gov.au](mailto:Carmen.Connellan@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](mailto:jobs@act.gov.au)**

#### **Education and Training Services**

#### **Health, Community and Science**

#### **CIT Science**

#### **Senior Educator**

#### **Teacher Level 2 \$113,447, Canberra (PN: 41564)**

Gazetted: 13 April 2022

Closing Date: 27 April 2022

Details: CIT Science is seeking an experienced Senior Teacher to provide educational leadership, support and guidance to the staff in the department. The Science department comprises of teaching and support teams in varied disciplines such as Animal studies, Laboratory skills, Forensics, Biometrics and Environmental monitoring. Science Department also manages commercial authentic learning environments in CIT Dog Day Care and CIT Veterinary clinic.

This position is a permanent position working within the dynamic leadership team across the department.

Eligibility/Other Requirements: To be eligible for this position, all employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

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

How to Apply: Please submit a maximum two-page pitch demonstrating your experience and skills against the Selection Criteria outlined in the Position Description. Please provide a current curriculum vitae and the names and contact details of two referees. You may be asked to provide referee reports on short-listing.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Flatt (02) 6205 1911 [Michelle.Flatt@cit.edu.au](mailto:Michelle.Flatt@cit.edu.au)

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

#### **Education and Training Services**

#### **Health Community and Science**

#### **CIT Community Work**

#### **Head of Department Community Work**

#### **Manager Education Level 1 \$131,491, Canberra (PN: 51877)**

Gazetted: 12 April 2022

Closing Date: 19 April 2022

**Details:** The Health, Community and Science (HCS) College at Canberra Institute of Technology (CIT) is seeking an outstanding Head of Department in the CIT Community Work Department who, through quality leadership and

management of education and related activities, will contribute to the achievement of the department, College and organisational goals.

The CIT Community Work Department delivers training from certificate III level through to Diploma level qualifications in the areas of Alcohol and Other Drugs, Community Development, Community Services, Mental Health, Population Health, and Youth Work. The department also delivers a range of industry specific programs including non-accredited courses for the continual education of industry professionals. Training is delivered through full time, part time and flexible study modes. The department works collaboratively with industry and with other areas across the College of Health, Community and Science and CIT to create unique innovative learning opportunities for students.

The Head of Department role requires an exceptional leader who possesses strong communication and teamwork skills in managing a dynamic team of administrative and teaching staff to ensure excellence in delivery in the Vocational Education and Training (VET) sector. This includes the development of innovative and customised models of delivery and assessment while ensuring the provision of high-quality customer service to learners.

The successful candidate will also need to provide leadership in establishing and sustaining collaborative relationships with community, industry and other key stakeholders, and provide advice and proactive leadership to increase departmental and college revenue. The ability to model the CIT cultural traits is critical.

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

**Eligibility/Other Requirements:** All managers at Manager Education Level must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), and a Diploma in Vocational Education and Learning with a Diploma of Management is highly desirable. Industry experience is highly desirable, though this does not have to be in the relevant discipline being supervised. Bachelor of Education, Management or relevant higher-level qualification is desirable.

**Notes:** This is a temporary position available immediately up until 15 September 2022 with the possibility of extension up to 12 months.

**How to Apply** Please submit a two-page pitch on why you think you are the best person for the job. Your suitability will be assessed based on your Skills and Knowledge in relation to the duties/responsibilities of the role. Please provide two referee reports along with a current curriculum vitae.

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

Contact Officer: Sam Mills (02) 6207 3251 Sam.Mills@cit.edu.au

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

## Education and Training Services

### CIT Trade Skills

#### Construction

#### Project Officer

#### Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 53799)

Gazetted: 07 April 2022

Closing Date: 14 April 2022

CIT is seeking a self-motivated individual with high level administrative skills to work within the Trade Skills Construction Department.

The successful applicant will be responsible for high level administrative support to the Head of Department in Construction, including preparation of documents, spreadsheets, and reports, using data from Argos, Banner and external sources. Attending to complex and sensitive inquiries relating to the construction department and provide advice on procedures to be followed. Developing local procedures and process documents as required. Support with arranging, recording, and regulating appointments, meetings and official functions including calendar management. Maintaining papers and records associated with the work of the position and supervising other administrative staff as required.

Demonstrated high levels of customer service and effective communication along with well-developed skills and knowledge in a range of IT systems including student management, Office 365, Shared Service portal, and the ability to interrogate and develop administrative systems and processes are essential.

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

**Note:** This is a temporary position available immediately until 31 December 2022.

**How to apply:** Please submit no more than two pages addressing the Selection Criteria. Your suitability will be assessed based on your skills and knowledge in relation to the Selection Criteria outlined in the Position Description. Please provide two referee reports along with a current curriculum vitae.

For additional information, please reach out to the Contact Officer.

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

Contact Officer: Karen Abel (02) 6205 3820 karen.abel@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](mailto:jobs@act.gov.au)**

#### **Workforce Capability and Governance**

**Executive Branch Manager, Secure Local Jobs Code and Strategy and Transformation Office**

**Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E1215)**

Gazetted: 11 April 2022

Closing Date: 26 April 2022

Details: Within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Workforce Capability and Governance (WCAG) provides advice to the ACT Government on public sector employment, workplace health and safety and whole-of-service workforce strategy, supporting good governance in the public sector through the development of effective policy, legislative and industrial frameworks.

Through the Secure Local Jobs Code (SLJC) stream this role supports the SLJC Registrar, an independent statutory appointment in accordance with the *Government Procurement Act 2001*, in the administration of the SLJ code. The Code strengthens the ACT Government's procurement practices so that contracts are only awarded to businesses that meet the highest ethical and labour standards. explores and designs solutions for complex intractable issues facing the ACT Public Service with the goal to create innovative services that enable the ACT Government to deliver quality outcomes for the Territory. Through the Strategy and Transformation Office (STO) stream this role creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems. With a user-centred (human) perspective, the STO considers interactions throughout the broader system, both across CMTEDD and whole of government.

Key executive management components of this role through the SLJC stream include:

administering the Code and the legislative obligations conferred on Territory entities,

Code Certified entities, and approved auditors

conducting regulatory assessments and evaluations to support procurement activities, including granting exemptions to the Code

assessing Labour Relations, Training and Workforce Equity plans and making decisions regarding applications for Secure Local Jobs Code Certificates

appointing and training approved auditors

investigating complaints and alleged non-compliance including imposing sanctions

secretariat support for the Secure Local Jobs Code Ministerial Advisory Council, and

development of policy and guidance to support functions of the Branch.

Key executive management components of this role through the STO stream include:

Developing policy, program, and strategy through a co-design methodology and the completion of strategic projects.

Challenging the status quo and promoting innovation and engagement with new ideas.

Transforming organisational culture to enhance capability and enable stakeholders to undertake their business.

Review, analysis and improvement of products, services, and operational business systems.

Managing the delivery of the ACTPS Employee Survey, conducting survey analysis, reporting and State of the Service reporting

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.

**Remuneration:** The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

**Eligibility/Other Requirements:**

**Mandatory:**

Extensive experience in working in the public/private sector environment.

Leadership and management experience with a record of achievement, gained in a complex and politically sensitive environment.

A demonstrated track record in successfully leading a multifaceted project to completion, within a complex working environment.

Knowledge and experience in best-practice and contemporary management.

Administrative, Management related Tertiary qualification.

**Contract:** 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 long-term engagements are tabled in the ACT Legislative Assembly.

**How to Apply:** Please provide a curriculum vitae, contact details for two referees, and provide a response of no more than two pages addressing the Executive Capabilities.

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

Contact Officer: Damian West (02) 6207 5397 damian.west@act.gov.au

**Digital, Data and Technology Solutions**

**Technology Services Branch**

**Corporate Applications**

**Senior Director, Corporate Applications**

**Senior Officer Grade A \$155,107, Canberra (PN: 14356)**

Gazetted: 13 April 2022

Closing Date: 16 May 2022

Do you have strong relationship building skills? Are you an experienced people manager? Are you self-motivated, resilient and keen to lead a team of technical experts? Then we would like to hear from you!

The Senior Director, Corporate Applications leads a section of four teams that provide a range of services, from platform based development and support through to application administration, for key government platforms and applications. This position requires someone who has a collaborative approach to stakeholder management and a focus on implementing effective strategies and continuous improvement to support business outcomes. 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:** to be successful in this role you will be someone with the following skills:

ITIL Foundations V3 Certificate or equivalent (desirable).

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing, complex and diverse ICT environment.

Expertise in delivering agreed strategic business outcomes and solutions by taking initiative, managing resources, setting clear direction, and providing guidance for managers and team members.

Ability to establish and maintain effective and diverse strategic business partnerships, including with executive stakeholders; through collaboration, engagement, responsiveness, and influence.

Advanced conceptual analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information.

Takes a long term, strategic and comprehensive approach to the delivery of business outcomes.

Awareness of technical and business market trends and using this knowledge and expertise to advise and guide business outcomes.

**Note:** 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. If interviews are required, they may be held virtually via Microsoft Teams or Webex.



**How to apply:** If this sounds like you, please send your curriculum vitae with a maximum two page pitch outlining why you're the best person for the job and how you would make a positive impact across the team to the contact officer.

If you want to know more about the role before applying, please reach out to Adrian O'Shaughnessy

([Adrian.OShaughnessy@act.gov.au](mailto:Adrian.OShaughnessy@act.gov.au))

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

Contact Officer: Jonathan Owen (02) 6207 5969 [jonathan.owen@act.gov.au](mailto:jonathan.owen@act.gov.au)

## **Communications and Engagement**

### **Strategy and Creative**

### **Campaigns and Creative**

### **Graphic Designer**

### **Public Affairs Officer 1 \$77,544 - \$88,510, Canberra (PN: 49283)**

Gazetted: 13 April 2022

Closing Date: 20 April 2022

Details: This position is responsible for the graphic design of a range of materials, which provide timely and accurate information to the Canberra community.

Collaborating within and across teams, the role is responsible for delivering innovative and engaging design, and to support the team in the delivery of priority design projects. The role will:

bring an audience-first lens to the work, informed by research, insights and evaluation.

collaborate with stakeholders in partnership with a strong client service ethic.

be supported by whole of government guidelines, policies and procedures, and be guided by an annual whole of government communications and engagement plan.

The position reports to an Assistant Director, Campaigns and Creative Team.

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:

Professional / Technical Skills and Knowledge

1. Skills in graphic design, and significant skills in the use of industry standard software such as Adobe Creative Cloud, including Premiere Pro, InDesign, Photoshop, Illustrator and Adobe Acrobat.

2. Well-developed written and verbal communication skills and a demonstrated commitment to high quality customer service principles.

3. Experience in Outlook programs and the ability to translate design to operational formats for marketing and communications including meeting accessibility standards.

Behavioural Capabilities

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

2. Sound organisational skills, including the ability to effectively manage multiple tasks, and manage priorities.

3. Adaptability to changing circumstances and being flexible to delivering a range of tasks and outputs.

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

5. Ability to establish and maintain productive working relationships with stakeholders, through collaboration, and responsiveness.

Compliance Requirements / Qualifications

1. Relevant tertiary qualifications in Graphic Design or Multimedia Design are desirable.

Note: This is a temporary position available immediately until 31 July 2022 with the possibility of extension up to six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

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: If you are interested in joining our progressive team, 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 a maximum 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 the “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

tell the panel how your abilities, experience and behavioural capabilities make you the best person for this role

Applicants must submit a current curriculum vitae and two referees including their contact details.

Applications should be sent to the Contact Officer.

Contact Officer: Renee Murray 6207 7350 renee.murray@act.gov.au

## **Procurement ACT**

### **Procurement Policy and Capability**

#### **Procurement Policy Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 11066)**

Gazetted: 12 April 2022

Closing Date: 19 April 2022

**Details:** Procurement ACT is looking for a policy officer to join our team in leading innovative and meaningful whole of government procurement policy.

We operate in a fast paced and dynamic environment to deliver on key government priorities through procurement policy with diverse topics ranging from gender equality, diversity, environmental responsibility and business development. You will work within a small and dedicated team of experts to develop and revise procurement related legislation and policy working from the planning stage through to implementation and evaluation. Our team believes in solving problems through collaboration, supporting innovation, while also injecting fun into what we do.

Our ideal candidate is a policy officer who can work with competing priorities and tight deadlines, has well developed communication skills with experience preparing formal government documentation, and a high level of initiative and personal motivation that is carried through their work.

In return, we will offer you a supportive and professional team environment that allows you to apply and build on your skills.

If joining a super policy team has been on your to-do list, 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 immediately to 30 June 2022 with opportunity for 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. 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 apply by providing a two page (maximum) pitch responding to the Selection Criteria and a copy of your curriculum vitae.

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

Contact Officer: Julijana Desa 02 6207 7435 Julijana.Des@act.gov.au

## **Access Canberra**

### **Construction, Utilities and Environment Protection**

#### **Construction and Planning Regulation**

#### **Building and Energy Assessor Compliance Auditor**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 22814)**

Gazetted: 12 April 2022

Closing Date: 19 April 2022

**Details:** Do you want to contribute to improving building quality in the ACT?

Access Canberra has an opportunity for a person with a unique combination of Skills, Knowledge and Behaviours to fill the role of Building and Energy Assessor Compliance Auditor in the Construction Audit Team.

The Construction Audit Team of Access Canberra is looking for a motivated individual to audit class one single residential developments.

In this role you will play a proactive role in improving building and planning compliance outcomes.

You will be required to undertake complex regulatory activities including assessing compliance with the ACT's building, planning and construction licencing laws, and technical documents such as the National Construction Code, Building Code of Australia. You will be required to undertake on-site inspections and compliance audits whilst working within Access Canberra's regulatory framework which directs our approach to regulation. This role involves significant engagement and liaison with the construction industry and members of the community, so communication skills of high order and impartiality are important skills to successfully undertake this 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:** Please note that building inspector appointments are dependent on approval by the Construction Occupations Registrar as per Section 128 of the *Building Act 2004*.

Highly desirable: A qualification under the Australian Qualifications Framework that is a certificate IV or higher in one or more of the following disciplines:

Building Surveying;

Building; or

Engineering (Structural); or

A discipline covering:

Residential building construction and design;

Building energy use and energy efficiency; or

Thermal performance of residential buildings.

Government Investigations

Mandatory: Possession of a current driver's licence at C class or above.

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

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

**How to Apply:** Please submit a maximum two-page pitch on why you think you're the best person for this position outlining your experience and/or abilities against the key areas of Skills, Knowledge and Behaviours to successfully perform this role as outlined in the Position Description. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Brian Connors (02) 6207 5644 [brian.connors@act.gov.au](mailto:brian.connors@act.gov.au)

## Share Services

### Partnership services

#### Service Centre

#### Administration Support Officer

#### Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 37982)

Gazetted: 12 April 2022

Closing Date: 19 April 2022

Details: Recruitment and Information Services are seeking an Administration Support Officer who has a keen eye for detail and is committed to delivering excellent customer service.

The position provides general administrative support across Recruitment and Information Services including coordination of applications received for positions advertised on the Jobs website and general administrative support to the Recruitment team. Our area is a high-volume, customer facing and service driven environment and requires motivated, flexible people with an excellent attention to detail.

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 the possibility of extension up to 12 months. 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: If you feel you have the necessary skills and attributes to fill this role, please send your curriculum vitae (with contact details of two referees) and a maximum two-page response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna Carroll (02) 6205 0343 [jenna.carroll@act.gov.au](mailto:jenna.carroll@act.gov.au)

### **Digital, Data and Technology Solutions**

#### **Customer Engagement Services Branch**

#### **Director – ICT Health Operations Support**

#### **Senior Information Technology Officer Grade B \$133,552 - \$150,347, Canberra (PN: 01362)**

Gazetted: 12 April 2022

Closing Date: 26 April 2022

Details: Do you have strong relationship building and stakeholder management skills? Are you self-motivated, resilient, and ready to lead a small team of specialist support personnel? Then we would like to hear from you!

This position requires someone who will be able to hit the ground running, manage an ICT team dedicated to supporting Canberra Health Services and the ACT Health directorate. You'll be dealing with both technical and clinical teams and have strong problem-solving skills with a focus on supporting critical service delivery capability. Additionally, to be successful you'd be someone with professional skills and knowledge, as follows:

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing, complex and diverse ICT environment.

Expertise in delivering agreed strategic business outcomes and solutions by taking initiative, managing resources, setting clear direction, and providing guidance for your clients and team members.

Ability to establish and maintain effective and diverse strategic business partnerships, including with executive stakeholders, through collaboration, engagement, responsiveness, and influence.

Advanced conceptual analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information.

Well-developed persuasive and negotiation skills, utilising exceptional written and verbal communication ability to engage with a range of key stakeholders.

Proven experience in the management and support of ICT systems in high-pressure and complex environments preferably public health.

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:**

Suitable candidates would possess knowledge of the ACT Government ICT environment

The Director position may occasionally be called upon to manage escalations after hours.

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

Experience with ITIL and Prince 2 process would be advantageous.

Note: This is a temporary position 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. This position is based in Woden; however, our work force is largely working from home at the present time.

How to Apply: Please submit the following:

A written statement, of no more than three pages, which addresses the Behavioural Capabilities section in the Position Description. Your response should explain how you have the leadership capability and the technical skills, experience, and knowledge necessary to perform in this role.

Your curriculum vitae including contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Tarjan (02) 5124 9065 [paul.tarjan@act.gov.au](mailto:paul.tarjan@act.gov.au)

## Access Canberra

### Fair Trading and Compliance

#### Compliance

##### Compliance Coordinator Inspector

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 42494, 00398, several)**

Gazetted: 11 April 2022

Closing Date: 25 April 2022

**Details:** Access Canberra has several Administrative Services Officer Class 4 positions available. All roles offer a lot of variety as the team is responsible for regulating gaming, liquor, security, controlled sports and fair trading (to name just a few!).

##### **Compliance Coordinator/Inspector – full-time, permanent (PN: 42494)**

We are looking for someone who can think on their feet, provide administrative support and coordinate the team's workload. But that's not all - this is a dual role where you get the best of both worlds by also acting as an inspector/field officer. You will not only be supporting the team's activities but also participating. The successful applicant will be a team player who, under limited direction, can conduct regulatory compliance inspections in respect of legislative requirements and assist the section by undertaking administrative tasks and analytical work.

##### **Inspector – several, full-time, temporary to 30 June 2022 with the possibility of extension (PN: 00398, several)**

The Compliance Team is looking for individuals with a passion for planning and conducting compliance activities to fill several temporary positions available to 30 June 2022 (with the possibility of extension). Successful applicants will join a dynamic and supportive team. Successful applicants will be able to demonstrate their ability to engage, educate and enforce in line with Access Canberra's Compliance Framework.

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:**

A current full Driver's Licence is essential.

A Certificate IV in Government (Investigations) or relevant experience in a regulatory environment is desirable but not essential.

This position may require a Working with Vulnerable People registration.

**Note:** There are two different roles available. Compliance Coordinator/Inspector, full-time permanent and an Inspector, several full-time temporary positions available immediately until to 30 June 2022 with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the 12 months.

**How to Apply:** Please submit a maximum two-page application addressing the Selection Criteria located in the Position Description. Please place the **title and position number** within your application based on the role you wish to apply for. If applying for both positions, please submit two separate applications. Suitability for this position will be assessed on your demonstrated Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Janelle Grattidge (02) 6207 0067 [janelle.grattidge@act.gov.au](mailto:janelle.grattidge@act.gov.au)

## Shared Services and Property

### ACT Property Group

#### Corporate Governance, Quality, Risk, Compliance and Safety

##### Assistant Director, Quality Assurance

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 46705)**

Gazetted: 11 April 2022

Closing Date: 28 April 2022

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.

ACT Property Group prides itself on having a good quality management and risk management systems in place. As a Quality Assured organisation ACT Property Group needs a passionate manager to ensure that the quality system is reviewed, updated and maintained, risks are identified and managed and our staff use the systems. This person is a leader who works within a team and across the organisation to drive management and implementation of the Quality Management System, risk management, continuous improvement and compliance in the organisation. This role needs someone who has an eye for detail and can draft policy and procedure documents to a high standard.

Eligibility/Other Requirements: This position requires qualifications, extensive experience and/or training in Quality Management Systems. ISO 9001- Lead Auditor- Quality Management Systems will be highly desirable. A current driver's licence (car) and experience in a construction or property management environment is desirable.

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

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

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

Please submit the following:

A 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 Resume/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: Mark DaSilva (02) 6207 2832 [Mark.DaSilva@act.gov.au](mailto:Mark.DaSilva@act.gov.au)

## **Property and Shared Services**

### **ACT Property Group**

#### **Executive**

#### **Assistant Director, Executive and Government Business**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 46721)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

Details: ACT Property Group is seeking someone experienced in providing high level organisational coordination and management as a leader in an executive support team. This role is part of the executive support team, assisting in overseeing the management of ACT Property Group, and coordination of correspondence, briefing and information to the ministers while supporting delivery of high quality customer service. This is a high workload position that requires the ability to work under pressure with competing priorities often with minimal supervision. 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 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.

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

Eligibility/Other Requirements: This position requires a current Driver's Licence. Qualification/s in management, administration or government are desirable.

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

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

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: Joleen Dal-Maso (02) 6213 0741 [joleen.dal-maso@act.gov.au](mailto:joleen.dal-maso@act.gov.au)

## **Access Canberra**

### **Corporate Support and Capability**

#### **Strategic ICT - Business Development and Information**

##### **Business Information Officer**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 21808)**

Gazetted: 08 April 2022

Closing Date: 22 April 2022

Details: The Corporate Support and Capability Branch of Access Canberra is seeking a motivated and capable individual to join the Strategic ICT – Business Development and Information team to provide systems support and administration, access management, data analysis and reporting functions for the [rego.act](http://rego.act.gov.au) system.

The successful applicant will have excellent analytical skills, as well as great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high-pressure environment whilst liaising with a diverse range of internal and external stakeholders.

Access Canberra is a dynamic workplace with a changing workforce and the desire to adapt through ongoing personal and professional development is desirable quality of prospective candidates.

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 are highly desirable:

Demonstrated knowledge and experience in supporting a complex business system and related business functions, including systems administration, access management, running data queries, requesting data and producing quality reports (eg [rego.act](http://rego.act.gov.au) system or similar).

Developed skills in the use of MS Excel or Business Information tools to prepare and present information.

Demonstrated knowledge of the [rego.act](http://rego.act.gov.au) system and related business functions.

Note: This is a temporary position available immediately for a period up to 30 June 2022 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from



home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

Current and former Australian Defence Force (ADF) members are encouraged to apply.

How to Apply: To apply please email a copy of your two-page pitch addressing the Selection Criteria outlined in the Position Description, a copy of your current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Indran Naidoo (02) 6205 4649 [indran.naidoo@act.gov.au](mailto:indran.naidoo@act.gov.au)

## **Access Canberra**

### **Corporate Support and Capability**

#### **Projects and ICT**

##### **Projects and ICT Governance Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 33547)**

Gazetted: 11 April 2022

Closing Date: 5 May 2022

Details: The Projects and ICT section within the branch are responsible for managing the program of works associated with maintaining a range of digital capabilities and ICT systems enabling and supporting the ongoing evolution of services provided by Access Canberra. The team contributes to strategic planning processes and supports the successful implementation of projects with touch points that cross organisational boundary.

The team is looking for a suitable, well-rounded and energetic Projects and ICT Governance Officer that will play a significant role in the review, development and implementation of a governance structure that will support compliance, continuous improvement, and innovative best practice in delivering digital initiatives within Access Canberra.

To be successful, you would be someone with:

Strong analytical and reporting skills and ability to analyse information and data from a range of sources to identify gaps and suggest improvements.

Demonstrated relationship, influencing and all-round communication skills.

Well-developed organisational skills including the ability to adapt to change, work with limited direction and manage competing priorities.

A working knowledge of project methodologies such as PRINCE2 or Agile.

Tenacious, flexible, passionate, and resilient and results/outcome driven with a persuasive personality.

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: Relevant tertiary qualifications/project management professional certifications are highly desirable. Competency in the use of Microsoft Office365 applications and project management tools would be an advantage.

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

How to Apply: Suitability for this position will be assessed based on 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 the role, please click the 'Apply Now' button below and attach the following:

Your curriculum vitae

Names and contact details of two professional referees

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Veronica Morados (02) 6207 0584 [Veronica.Morados@act.gov.au](mailto:Veronica.Morados@act.gov.au)

## **Digital Data and Technology Solutions**

### **Customer Engagement Services Branch**

#### **Service Assurance**

### **Refresh Asset Co-ordinator**

#### **Information Technology Officer Class 1 \$72,935 - \$83,023, Canberra (PN: 14528, several)**

Gazetted: 07 April 2022

Closing Date: 14 April 2022

**Details:** Service Assurance Refresh Team is seeking a highly motivated candidate who will, under limited direction, co-ordinate and assist in the lifecycle management across all ACT Government Directorates. The successful candidate will liaise with users/clients and provide advice on a range of application information and assist in the maintenance of ACT Government assets.

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:** Experience in liaising with stakeholders and ICT asset lifecycle management would be advantageous.

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

**How to Apply:** After reviewing the "What you will do" and "What you require" sections in the Position Description, please submit a two-page written response that provides evidence of your capabilities which includes examples that clearly demonstrate relevant past experience, skills knowledge and behavioural capabilities. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Sandra O'Rourke (02) 6207 7924 [sandra.o'rourke@act.gov.au](mailto:sandra.o'rourke@act.gov.au)

### **OneGov Service Centre**

#### **Shared Services**

#### **Finance Services**

#### **Senior Director, Business Programs and Initiatives**

#### **Senior Officer Grade A \$155,107, Canberra (PN: 57081)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

**Details:** Are you a highly motivated Finance Business Program Manager with a can-do attitude?

Do you have demonstrated expertise, knowledge, and experience in finance-related system implementation?

Does your skillset include stakeholder management, business analysis, and change management?

Can you operate under broad direction and initiate, coordinate, manage and deliver highly complex finance-related projects and initiatives?

We'd love to talk to you if you answered 'YES' to the questions above!

#### **About Us:**

Shared Services, Finance Services is a customer-focused branch that provides high-quality, timely and essential finance services to, and for, ACT Government entities.

#### **Our Services Include:**

Accounts Payable and Receivable; Banking; Business Intelligence and Support; Debt Management; Financial Applications Support; Financial Accounting and Reporting; Salary Packaging, Taxation Support and Advice, and Governance.

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:** Qualifications and experience in Project Management or Accounting/Finance are highly desirable.

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

**How to Apply:** Please provide a written response (of no more than two pages) addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities (outlined in the attached Position Description); and a current Curriculum Vitae with the names and contact details of two referees.

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

Contact Officer: Vivien Tran (02) 6205 2522 [Vivien.Tran@act.gov.au](mailto:Vivien.Tran@act.gov.au)

## **Community Services**

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

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

**Executive Branch Manager, Social and Community Inclusion  
Temporary Vacancy (23 May 2022 – 24 June 2022 with possibility of extension)  
Community Services Directorate  
Inclusion and Participation  
Position: E1119**

**(Remuneration equivalent to Executive Level 1.4)**

Date circulated: 11 April 2022

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

An exciting short-term opportunity exists to lead the functions of the Social and Community Inclusion team in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours.

The Executive Branch Manager, Social and Community Inclusion is responsible for the provision of high level strategic advice and policy for the ACT Government and the ACT community.

The Executive Branch Manager, Social and Community Inclusion will lead the Offices of Women, Youth, Seniors and Veterans, Multicultural Affairs, the National Multicultural Festival, Contract Relations and Funding Support and Social Recovery to deliver whole-of-government policy design, implementation, reporting, events, awards and grants through integration and collaboration across the Executive Branch Manager, ACT Government and the ACT Community.

**Eligibility/Other Requirements:** The successful candidate will have a proven record, as well as demonstrable skills, in change management, service delivery reform, non-government sector development, financial acumen and effective leadership.

**To apply:** Please submit a two-page pitch addressing the selection criteria, your curriculum vitae and contact details of at least two referees to Christine Murray via email, [christine.murray@act.gov.au](mailto:christine.murray@act.gov.au) by COB 20 April 2022.

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

**Remuneration:** The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

**Contact Officer:** Christine Murray (02) 6205 0413 [christine.murray@act.gov.au](mailto:christine.murray@act.gov.au)

## **Corporate Services**

### **Organisational Governance**

#### **Ministerial and Executive Governance**

##### **Governance Support Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53674)**

Gazetted: 12 April 2022

Closing Date: 26 April 2022

Community Services Directorate (CSD) is seeking an experienced administrative officer for the Governance Support Officer position which is in the directorates central Governance Unit. This position, whilst supporting the Governance Team, will assist in undertaking Cabinet, Assembly, coordination and Ministerial processes. The position will assist in liaising with various senior stakeholders across the ACT Government and maintain a high level of confidentiality in all aspects of work. This is a high paced work environment so the successful applicant will need to have strong multitasking and administrative skills. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2-3 pages outlining their experience and/or ability against the selection criteria focusing on experience in Cabinet and Assembly processes or high level administration. Applicant may be selected from application and Referee reports only.

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

**How to apply:** Please provide a written response and a curriculum vitae.

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

Contact Officer: Tracy Chester (02) 6205 0469 [tracy.chester@act.gov.au](mailto:tracy.chester@act.gov.au)

## Office of the Director General

### Deputy Director General

#### Executive Assistant

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 19415)

Gazetted: 12 April 2022

Closing Date: 26 April 2022

**Details:** The ACT Government Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

CSD provides staff with flexible working arrangements, access to a range of varied and interesting roles and training that is tailored to career goals. Staff working in CSD are expected to demonstrate quality customer service, problem solving and teamwork skills, be willing to continuously improve, adapt to change, be outcome focused and accountable for their actions.

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

Further information relating to CSD can be found at <http://www.communityservices.act.gov.au>.

The Executive Unit consists of the Director-General, two Deputy Director-Generals, three Executive Officers and three Executive Assistants. The Unit is a critical first point of contact for the Directorate by the Ministers and their staff, government office holders, representatives of other ACT Government and Commonwealth agencies, the community sector, and clients. The Unit is a dynamic and outcomes-oriented area focused on delivering high level support to the Executive and Ministers.

**Eligibility/Other Requirements:** The primary responsibilities for this position are to, under direction: Develop, implement, and maintain processes that contribute to achieving organisational and operational goals, including monitoring the quality and timeliness of documents received by the Deputy Director-General's Office and ensuring records management processes are followed.

Manage e-mails, Deputy Director-General's diary, telephone enquiries and other correspondence and enquiries received by the Deputy Director-General's Office.

Process invoices and payments in a timely manner, and human resource tasks relating to the office.

Maintain high levels of confidentiality in handling queries and papers and deal sensitively with issues as they arise.

Undertake research and prepare written work such as e-mails, correspondence and other documents relating to the work of the Community Services Directorate.

Liaise with internal and external stakeholders on a range of issues, some of which may be complex, sensitive, and challenging.

Work collaboratively as part of the overall Executive support team.

Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety system.

This position does not involve direct supervision of staff.

Your suitability for this position will be assessed in three key areas:

#### Skills

Demonstrated ability to provide high level executive support within a government context, including email and liaison between executive and ministerial staff, senior managers, and members of the public, and records management

Excellent organisational and self-management skills including the ability to prioritise, take initiative, manage competing demands and work under limited direction.

Excellent written and verbal communication skills including the ability to prepare briefs, speeches, and correspondence.

Knowledge

Experience in the use of Microsoft Office Suite, Microsoft teams and tracking systems such as TRIM.

Behaviours

Demonstrated ability to cultivate productive working relationships, foster collaboration, and teamwork across the organisation, promote excellence and skills development, and resolve conflict.

Demonstrated achievement in displaying ethical behaviour and team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours and Government priorities, and to achieving consistently high service standards.

**Note:** This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Experience in an Executive Assistant role would be highly desired.

**How to Apply:** Please submit a maximum two-page application providing examples demonstrating your suitability for this role outlined in the Position Description. Please provide a current curriculum vitae.

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

Contact Officer: Gabrielle Webb (02) 6205 3650 [gabrielle.webb@act.gov.au](mailto:gabrielle.webb@act.gov.au)

## Corporate

### Finance and Budget

#### Assistant Director, Finance and Budget

#### Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 00459)

Gazetted: 11 April 2022

Closing Date: 18 April 2022

**Details:** The Finance and Budget Branch is responsible for budgeting and financial management in CSD. The Branch is the interface between the Directorate and ACT Treasury and also provides support to business units. Specific functions include internal and external budgeting, financial reporting and management as well as governance. The primary responsibilities for this position are to:

Support the Directorate's external budget development process and manage the internal budget process in liaison with business units.

Coordinate the preparation of monthly, quarterly, annual management reports, Statement of Performance and briefing papers through liaison with business units.

Provide comprehensive financial management advice and support including cost analysis, financial modelling and forecasting in managing divisional annual budget, particularly in delivering budget outcome.

Coordinate and provide input into various ACT and Commonwealth government reports in liaison with stakeholders within the Directorate and across ACT Government agencies.

Contribute to the development and implementation of the Directorate's financial management policies and processes.

Manage team members in delivering timely and quality outputs.

**Note:** This is a temporary position available from 28 April 2022 until the end of October 2022 with possibility of extension up to 12 months. A Merit Pool will be established from this process and will be used to fill vacancies over the 12 months to fill either full time or part time vacancies.

**How to Apply:** Please submit a one to two-page application addressing the Selection Criteria located in the Position Description and provide a current curriculum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lee-Ann Akau'ola (02) 6205 3625 [lee-ann.akau'ola@act.gov.au](mailto:lee-ann.akau'ola@act.gov.au)

## Housing ACT

### Infrastructure and Contracts

#### Infrastructure Delivery

#### Senior Director, Construction Delivery

#### Infrastructure Manager/Specialist 1 \$172,791, Canberra (PN: 57260)

Gazetted: 12 April 2022

Closing Date: 19 April 2022

**Details:** The Infrastructure and Contracts branch of Housing ACT is looking for an experienced and motivated Senior Director to join our busy infrastructure Delivery team. The Senior Director leads the Housing ACT team to

deliver capital works on behalf of the Commissioner for Social Housing and the ACT Government including delivering the Growing and Renewing Public Housing (GaRPH) program. This position reports to the Program Director, Growing and Renewing. Under broad direction, the primary responsibilities for this position are to: Lead, coach and mentor a large team of professional staff to deliver the capital works program, within the required timeframes, budget and quality.

Manage all operational aspects of the team including the coordination and management of workflow, resource management, development and implementation of systems and processes to ensure transparency, accountability, innovation and improved efficiency.

Provide leadership, assist to manage all project assignments within the team, and maintain and manage all business standards and documentation, coordinating with the Program Director, Executive Branch Managers and other senior staff.

Prepare high quality reports, briefings, responses to Ministerials and detailed correspondence for the Program Director, Executive and the Minister's Office.

Contribute to business planning and budget development processes, including input into business cases.

Review, develop, interpret and apply policy and procedures that support capital works delivery including the exercise of delegations.

Represent Housing ACT in a range of ACT Government and community forums including developing and maintaining collaborative working relationships with key stakeholders.

More information about the role can be found in the position description.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Experience in managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.

Previous experience in program management of Housing ACT Infrastructure work.

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

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Selection Criteria. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Skye Roland (02) 6205 4511 [skye.roland@act.gov.au](mailto:skye.roland@act.gov.au)

## **Cultural Facilities Corporation**

### **Canberra Theatre Centre**

#### **Data Analyst**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 3569)**

Gazetted: 13 April 2022

Closing Date: 11 May 2022

Details: Do you have a love of theatre and a passion for numbers? Canberra Theatre Centre is looking for a Data Analyst to join our small dynamic team. If you are a self-starter who loves a pivot table, and eats business metrics for lunch, we want to hear from you.

You will have an in depth understanding and knowledge of accounting, business, and commercial operations, and a desire to use your skills in a creative environment to help drive the business of the theatre. This role liaises across all departments of the Canberra Theatre Centre and Cultural Facilities Corporation. Your excellent communication skills and ability to liaise with a wide range of colleagues will be essential to your success in the role.

The Theatre Centre operates a range of software systems across finance, ticketing, food and beverage, and marketing. Your ability to quickly learn and master these systems is paramount, as is your ability to draw insights from the data. To be successful in this role you will be proactive and resourceful, a friendly team player, highly self-motivated and results oriented, and above all, keen to make a difference at the Canberra Theatre Centre every night the curtain rises.

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: Applicants must provide a one-page Pitch Statement (500 word maximum) addressing the “What You Require” section of the Position Description and indicating what you would bring to this role, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mike Domigan (02) 6243 5754 [mike.domigan@act.gov.au](mailto:mike.domigan@act.gov.au)

## **Education**

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

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

### **Tuggeranong Network**

#### **Caroline Chisholm School**

##### **Executive Teacher - P-2**

##### **School Leader C \$130,338, Canberra (PN: 33587)**

Gazetted: 12 April 2022

Closing Date: 26 April 2022

**Details:** Caroline Chisholm School is a P-10 school with a dual campus. Each day we live three key values of respect, responsibility and perseverance; with four underlying beliefs of learning, equity, growth and inclusion. Our vision as a school community is to champion excellence and equity in our community. We hold high expectations and encourage personal growth for staff and students where learners take responsibility to meet the challenges of a changing world.

Caroline Chisholm School is a P-10 school seeking an ACECQA recognised, dynamic and flexible early childhood leader to collaboratively lead services in the early years; preschool and kindergarten.

Leadership responsibilities include, but are not limited to:

- Lead the development and implementation of strategic practices through the quality improvement plan which are evidence informed and in line with the National School Improvement Tool.
- Lead quality pedagogical and curriculum practices through coaching and mentoring processes.
- Collaboratively lead multidisciplinary teams to support students with a variety of needs complex and challenging behaviours through trauma informed practices.
- Demonstrate strong teaching practice and leadership in the early years; with strength in application of the EYLF.
- Model, build and sustain respectful relationships with all groups in the school community.

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

##### **Mandatory:**

- ACECQA recognised early childhood qualifications (or working towards). Please provide evidence in your curriculum vitae.
- Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).
- Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)  
specialist schools



flexible learning programs, and  
early childhood education and care services (including out of school hours care)  
P-10 schools where they share a campus with those younger years.  
High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to apply:** Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

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

Contact Officer: Nicky Smith (02) 6142 3555 [nicky.smith@ed.act.edu.au](mailto:nicky.smith@ed.act.edu.au)

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

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Harrison School**

##### **First Impressions Officer**

**School Assistant 2 \$50,861 - \$56,161, Canberra (PN: 50927, several)**

Gazetted: 12 April 2022

Closing Date: 26 April 2022

**Details:** Do you have experience in providing top quality customer service? Would you like to be involved in the educational journey of children? Then our team is looking for you.

Harrison School is a large P-10 school located in Gungahlin. We are seeking to fill multiple positions both permanent and temporary. Successful applicants must have experience in providing top quality customer service as they will be responsible for welcoming and supporting students, staff and community to Harrison School. These positions require strong administration and organisational skills, flexibility and a drive to be part of a high functioning education support team.

**Eligibility/Other Requirements:** Experience in any of the following areas; Executive Assistant support, enrolments, receipting and purchasing or HR support is highly desirable.

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

**Note:** There are several positions available, both permanent and temporary. 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.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

**How to Apply:** Please submit a maximum two-page application addressing the Selection Criteria located in the Position Description and 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: Kirralee Larkin (02) 6142 2200 [kirralee.larkin@ed.act.edu.au](mailto:kirralee.larkin@ed.act.edu.au)

## **School Improvement**

### **North/Gungahlin**

#### **Gungahlin College**

##### **Business Manager**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 19525)**

Gazetted: 11 April 2022

Closing Date: 12 May 2022

Gungahlin College has an exciting Business Manager opportunity available. If you think you have the skills and experience to support our Principal and Leadership Team, we would love to hear from you.

At Gungahlin College the Business Manager position is a dynamic and active role forming a central component of the School Leadership Team. The role oversees the operations of the school business and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager leads a large team of support and administrative staff with a distinct organisational structure to support this position.

The Business Manager plays an integral role within the school community and enables the school improvement agenda, ensuring the school is a safe and positive environment where students are at the centre of every decision made. The role provides collaborative support to the Principal while working alongside the School Leadership Team and the school community to support improving student outcomes.

**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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Asbestos awareness training is a requirement of this role and must be completed prior to or on commencement of this role.

#### **Desirables**

Business qualifications or experience in a business-related role

Financial qualifications or relevant experience

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

**How to apply:** Please submit a curriculum vitae and a response to the Selection Criteria, no more than one page per criteria. Please submit contact details for two referees who can support your statements.

**Applications should be submitted via the 'Apply Now' button below:**

Contact Officer: Priscilla Wray (02) 6142 1000 [priscilla.wray@ed.act.edu.au](mailto:priscilla.wray@ed.act.edu.au)

#### **Business Services**

##### **Communications, Engagement and Government Support**

##### **Senior Director Communications and Engagement**

##### **Senior Officer Grade A \$155,107, Canberra (PN: 09444)**

Gazetted: 12 April 2022

Closing Date: 28 April 2022

Details: Are you a communication and engagement leader? Are you passionate about public education, inclusion, equity, and diversity? The Education Directorate is seeking to fill a senior leadership role in our dynamic Communications and Engagement team.

The Senior Director Communications and Engagement is a critical role in the Education Directorate, providing expert strategic communication, engagement, media, and issues management advice to senior leaders.

Working with a team of communication professionals, you will lead the design, implementation and evaluation of communications and engagement plans in support of our 90 public schools and the Education Support Office.

We are looking for an experienced and motivated Senior Leader in the communication field who is a strategic thinker, confident relationship manager, and capable leader, to help a busy team deliver on multiple priorities simultaneously.

The ACT Education Directorate delivers quality public school and early childhood education to shape every child's future and lay the foundation for lifelong development and learning. We deliver high quality education across 90 public schools, educating over 50,000 students from early childhood through to college. We also regulate the early childhood sector and register non-government schools in the ACT. Our *Strategic Plan 2018-21: A Leading Learning Organisation* explains what we do, what we want our organisation to become, what we want to achieve, how we will achieve it and how we will hold ourselves to account.

**Eligibility/Other Requirements:**

The capabilities required to perform the duties and responsibilities of this role are outlined in the Position Description.

Tertiary qualifications in communication, journalism, public relations or a related field are highly desirable.

Candidates should have considerable experience in senior communication roles.

Note: This is a temporary position available immediately until 30 April 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: To apply, refer to the Position Description and submit a two-page pitch detailing your relevant skills, experience, and reasons for applying. Please also provide your current curriculum and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Short 0408 368 746 paul.short@act.gov.au

#### **Office for the Schools**

##### **Tuggeranong Network**

##### **Monash Primary School**

##### **School Assistant 4 \$69,095 - \$74,817, Canberra (PN: 57153)**

Gazetted: 08 April 2022

Closing Date: 22 April 2022

Details: Monash School is seeking a highly motivated, proactive and innovative Youth Worker. The role involves working collaboratively with the leadership team and classroom teachers to support students experiencing difficulty engaging in school and/or the wider community. The successful applicant will demonstrate a proven capacity to connect with students, as well as experience in developing, implementing and managing support programs related to education, social and personal development, vocation and welfare. This includes facilitating access to appropriate community-based youth support services, programs and community agencies. Vital to the position will be strong interpersonal skills, displaying the ability to communicate effectively and work in partnership with members of staff, students, families and external organisations.

Eligibility/Other Requirements:

##### **MANDATORY:**

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

##### **HIGHLY DESIRABLE:**

Certificate IV or Tertiary qualification in Youth Work or a related field.

Previous experience working in schools and/or in the field of Youth Work.

##### **DESIRABLE:**

First Aid Certificate or a willingness to undertake appropriate training.

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

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

This is a temporary position available immediately up to 26 January 2023 with the possibility of extension and/or permanency.

How to Apply: Please provide the following as part of your application:

A current curriculum vitae (CV)

A two page written statement addressing the job description, specifically the key responsibility and major activities of the role.

The name and contact details of at least one referee who is able to speak to your skills and attributes specific to this role.

Copies of any certificates as evidence of qualifications (if relevant)

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Holdway, [Matthew.Holdway@ed.act.edu.au](mailto:Matthew.Holdway@ed.act.edu.au), (02) 6142 1660

#### **Executive Group Manager, Business Services**

##### **Executive Officer**

##### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54431)**

Gazetted: 08 April 2022

Closing Date: 15 April 2022

Details: The Executive Officer (EO) is responsible for the management of the office of the Executive Group Manager Business Services (EGM BS). The EO will lead the delivery of high level organisation and administrative

support to the to the EGM BS and serve as liaison with Senior Executive Office teams and Executive Branch Managers across the Group. The EGM BS Office operates in a fast pace and busy environment and the EO will need to manage the EGM workload as well as the office based on shifting priorities within challenging timelines. The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

The Executive Support Officer to the Executive Group Manager Business Services will:

Provide high level advice to the Executive Group Manager on strategic, administrative and operational matters as required.

Undertake research and prepare briefs, correspondence and other documents relating to the work of the Group.

Liaise with internal and external stakeholders on a range of complex and sensitive issues.

Plan and manage cross Directorate projects and projects identified by the Executive Group Manager.

Prepare presentations as required and manage the preparation and quality assurance of speeches, reports and correspondence as required.

Support the Executive Group Manager at meetings with other Executives, governing bodies and provide advice for other high level meetings.

Assist in the management of the Executive Support team and provide professional guidance and mentoring to staff.

Note: Please note, this position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

How to Apply: In two pages or less tell us why you want the role and outline your demonstrated experience as described in the Skills, Knowledge, and Behaviours section of the Position Description. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristine Reyes, [Kristine.reyes@act.gov.au](mailto:Kristine.reyes@act.gov.au) (02) 6205 9145

### **Environment, Planning and Sustainable Development**

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

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

#### **Environment**

##### **Resilient Landscapes**

##### **Biosecurity and Rural Services Coordinator**

**Senior Officer (Technical) Grade C \$113,397 - \$122,062, Canberra (PN: 54302)**

Gazetted: 13 April 2022

Closing Date: 20 April 2022

**Details:** Be part of a newly established Invasive Species rapid response team, where you will manage the strategic treatment of priority invasive species at key ecological hotspots and increasing the ACT's capacity to undertake rapid biosecurity responses to new incursions.

**Eligibility/Other Requirements:** This position requires Level 2 qualification, at a minimum, in one of the Incident Management Team function cells.

**Notes:** This is a temporary position available from 26 May 2022 up until 30 June 2025. This role is funded as part of a four year Parliamentary agreement and will cease in June 2025. 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 answer each Selection Criteria, keeping responses to a maximum of 350 words per criteria.

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

Contact Officer: Warren Schofield (02) 6207 8480 [Warren.Schofield@act.gov.au](mailto:Warren.Schofield@act.gov.au)

## **Statutory Planning**

### **Deed Management**

#### **Leasing Officer Deed Management**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 11752)**

Gazetted: 13 April 2022

Closing Date: 5 May 2022

Details: The Deed Management Unit is responsible for managing Holding Leases and associated Deeds of Agreement for greenfield development and commercial redevelopments in accordance with the Planning and Development Act 2007, the National Capital Plan and the Territory Plan. The management of Holding leases and Deeds of Agreement for private sector development includes the issuing of consequential Crown leases from the Holding Lease, changes to the purpose clause, increasing development rights, subdivision, consolidation and the overseeing of works to be returned to the Territory as Territory assets. This team also prepares the residential leases for Government land development (on behalf of Suburban Land Agency (SLA)) and coordinates agency and entity circulation of Estate Development Plans (EDPs) for comment and input into Estate Development Plan Development Applications.

We regularly liaise directly with stakeholders and industry professionals, providing advice on planning, leasing and Deed of Agreement matters. These stakeholders include developers, consultants, lawyers, other government departments and the general public to name a few.

Eligibility/Other Requirements: Experience in Crown leasing interpretation, planning and/or development assessment or a relevant field is considered highly desirable for the role.

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

Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sonja Clarkson (02) 6207 1807 [Sonja.Clarkson@act.gov.au](mailto:Sonja.Clarkson@act.gov.au)

## **Planning and Urban Policy**

### **Executive Branch Manager, Planning System Review and Reform Project**

#### **Executive Level 1.2 \$228,661 - \$238,849 depending on current superannuation arrangements, Canberra (PN: E1203)**

Gazetted: 08 April 2022

Closing Date: 25 April 2022

**Details:** Are you looking to lead a project that will shape and change the planning system and future development of Canberra?

The Executive Branch Manager (EBM) role is a new temporary role leading the delivery of the review and reform of the ACT planning system. This exciting role will have responsibility for leading a multi-disciplinary team with a focus on delivering key elements of a reformed planning system including:

a new Planning Act,

a new Territory Plan

Undertaking a range of strategic planning, policy and development projects in response to directions set out in the Government's direction papers (<https://www.planning.act.gov.au/planning-our-city/act-planning-system-review-and-reform>)

Improving and delivering strategic planning work to support the new system

Developing and implementing a user friendly and clear planning system

Engaging with the community

The EBM and team are within the Planning and Urban Policy division and will work collaboratively with Executive, across Government and a range of stakeholders, while representing EPSDD through multiple forums.

This role requires the proven ability to build and maintain strategic relationships, lead and deliver complex policy and projects within set and often tight timeframes, as well as having high level communication skills.

Our people are our greatest asset, and you would be charged to lead and drive change management strategies, skill and capacity building, embedding a performance culture based on collaboration and achieving results.

**Remuneration:** The position attracts a remuneration package ranging from **\$228,661 - \$238,849** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$203,749**.

**Contract:** The successful applicant will be engaged under a performance-based contract for a period of two years with the possibility of extension for a further year. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

**How to Apply:** Applicants should submit a covering pitch for the role (maximum two – three pages), identifying how you can fulfil the role requirements and your successful achievements against the core requirements and executive capabilities.

Your pitch, a copy of a current curriculum vitae, and the name and contact details for two referees should be provided.

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

Contact Officer: Erin Brady - erin.brady@act.gov.au

## **Climate Change and Energy**

### **Program Delivery**

#### **Household**

#### **Program Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 34278, expected vacancy)**

Gazetted: 11 April 2022

Closing Date: 28 April 2022

Are you an enthusiastic and motivated compliance and auditing professional? Are you a good communicator and project manager who values quality data management and analysis? Do you thrive on providing timely and accurate information, and the ability to manage multiple priorities?

The occupant of this position will assist implementing the Energy Efficiency Improvement Scheme (EEIS). We are looking for a compliance and auditing officer who can handle a wide range of regulatory compliance and auditing work in an energy efficiency environment. Work includes compliance program design; coordinating data management projects and contracts; conducting audits and compliance checks; reviewing and drafting procedures and legislation; and communicating with and managing stakeholders on matters of compliance. In this position you will develop, deliver, and evaluate best practice compliance and auditing projects that support the ACT Government's Climate Change Strategy 2019-2025, related legislation, and Directorate priorities.

You will work collaboratively to deliver effective and well-evidenced briefs, reports, data management and analysis and stakeholder engagement activities to meet statutory deadlines.

**Eligibility/Other Requirements:** Relevant experience and/or qualifications in energy efficiency related to residential and commercial buildings, and compliance and auditing is highly regarded. A current ACT or equivalent driver's licence is required.

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

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

Two-page supporting statement addressing Selection Criteria

Curriculum vitae

Contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Cat Cullen (02) 6207 8295 Cat.Cullen@act.gov.au

## **Suburban Land Agency**

### **Development Delivery**

#### **Greenfields**

#### **Senior Development Manager - Gungahlin**

#### **Infrastructure Officer 5 \$161,140, Canberra (PN: 53675)**

Gazetted: 07 April 2022

Closing Date: 28 April 2022

**Details:** Do you have a passion for sustainable urban development and creating great places where communities thrive? Are you looking for a role that will make a real impact on the future development in the Canberra Region?

The Suburban Land Agency's Greenfield Team is seeking a highly organised and motivated Senior Development Manager to lead the planning, design, and delivery of projects in Gungahlin that optimise the Territory's social, environmental and economic return on land development activities in the ACT.

As a Senior Development Manager, you will manage a team in the delivery of sustainable and people-focussed development fronts, neighbourhoods and mixed-use areas through complex land development programs and projects from concept design through to construction completion.

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

**Eligibility/Other Requirements:**

The successful occupant will be required to:

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

Hold a relevant building degree, or

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

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

Please 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.

**How to Apply:** Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than four A4 pages outlining their skills and experience relevant to the role. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Griffith (02) 6207 8724 [andrew.griffith@act.gov.au](mailto:andrew.griffith@act.gov.au)

## **Environment, Water and Emissions Reduction**

### **Environment, Heritage and Water**

#### **ACT Heritage**

#### **Registrar and Secretariat Support Officer, ACT Heritage Council**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 15687)**

Gazetted: 13 April 2022

Closing Date: 27 April 2022

**Details:** Are you interested in conserving and celebrating the heritage of the ACT?

We offer interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

You have the opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise. The Registrar and Secretariat Support Officer, ACT Heritage Council provides confidential secretariat, administrative and co-ordination services to the Heritage Council and the ACT Heritage team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Experience working with boards and committees is highly desirable.

**Note:** This is a temporary position available from 22 May 2022 until 30 September 2022 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Provide no more than two pages responding the Selection Criteria outlined in the Position Description, together with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

## **Justice and Community Safety**

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

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



**Discrimination, Health Services, Disability and Community Services Commissioner  
Human Rights Commission  
Senior Conciliator and Review Officer**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 44054)**

Gazetted: 12 April 2022

Closing Date: 6 May 2022

The ACT Human Rights Commission is an independent agency established by the *Human Rights Commission Act 2005*. The role of the ACT Human Rights Commission is to resolve complaints and promote rights, including to:

Provide an independent, fair and accessible process for resolving individual complaints

Promote service improvement

Promote the human rights and welfare of people

Foster understanding of particular legislation

The ACT Human Rights Commission is seeking experienced, highly motivated people with excellent communication and interpersonal skills to join our team as a Senior Conciliator and Review Officer. The Senior Conciliator and Review Officer will manage a caseload of complex complaints across multiple jurisdictions including discrimination, health services, disability and community services.

The role also involves the investigation and conciliation (alternative dispute resolution) of complaints and undertaking legal research and policy and project work.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

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/1804position](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804position). Relevant tertiary qualifications in law or health are highly desirable. Qualifications and experience in statutory conciliation/alternative dispute resolution are desirable

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

Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a 'pitch' of no more than two (2) pages describing how your knowledge, experience and qualifications meet the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the Position Description. Please also provide your resume/curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Murley (02) 6205 4102 [Alison.Murley@act.gov.au](mailto:Alison.Murley@act.gov.au)

**ACT Corrective Services**

**Custodial Operations**

**Intelligence Unit**

**Team Leader, Intelligence**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 11324)**

Gazetted: 11 April 2022

Closing Date: 25 April 2022

ACT Corrective Services (ACTCS) is looking for a highly-motivated and conscientious person to fill the position of Team Leader, Intelligence (SOGC), within the Intelligence Unit.

The successful applicant will contribute to an intelligence-led, risk-based intelligence capability for ACTCS through the conduct of sound research and high level analysis. You will also be responsible for proactively collecting, collating and analysing information to produce intelligence that informs and influences decision-making.

In addition, you will apply sound research methodologies into contemporary issues and trends to inform operational outcomes, policy development and organisational strategy and prepare complex written intelligence reports and deliver oral briefings to a range of stakeholders in line with organisational standards and requirements.

Further to this, the successful applicant will prepare and deliver intelligence specific training to employees across ACTCS, foster, model and contribute to an information sharing culture and represent the ACTCS Intelligence Unit in internal and external meetings and forums as required.

To be successful, you will possess exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents, in addition to demonstrating strong leadership and management qualities.

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

**Eligibility/Other Requirements:**

Experience managing an intelligence team will be highly regarded.

The position holder must be able to obtain and maintain a Negative Vetting Level 1 security clearance upon appointment to the position as a condition of employment. If the candidate does not already hold this level clearance, ACTCS will sponsor their clearance.

The successful candidate may be required to undergo a criminal record check.

This position does require a Working with Vulnerable People Check.

Notes: This is a temporary position available until February 2023 with the possibility of extension up to 12 months.

How to Apply: Applicants are required to submit two items: (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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geraldine Hayes (02) 6205 0840 [Geraldine.Hayes@act.gov.au](mailto:Geraldine.Hayes@act.gov.au)

## **ACT Corrective Services**

### **Custodial Operations**

#### **AMC Executive Support Team**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 49896)**

Gazetted: 08 April 2022

Closing Date: 22 April 2022

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Administration Officer (ASO4) in the AMC Executive Support Team.

The successful applicant will be responsible for providing office management and administrative support to meet the needs of the Alexander Maconochie Centre (AMC). You will also assist the Executive Officer with meeting organisation and secretariat responsibilities, including preparation of agendas, taking and transcribing minutes. In addition, you will be responsible for preparing a range of correspondence including letters, briefings and written reports and undertake a range of more complex tasks including minor procedure reviews and analytical reporting. Further to this, you will be required to create and maintain registers in relation to the daily operations of the prison and prepare related reports and documentation including incident reporting, visits and monthly reporting. To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities.

**Eligibility/Other Requirements:** This position does not require a pre-employment medical.

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

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

Inclusivity: 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, applicants are required to submit two items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; and (2) a current resume, including the names and contact details of two referees (one of which should be your current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqui Raby, [Jacqui.raby@act.gov.au](mailto:Jacqui.raby@act.gov.au), (02) 6207 5215

**Parliamentary Counsel's Office**

**Legislative Drafting Section**

**Assistant Parliamentary Counsel 2**

**Assistant Parliamentary Counsel 2 \$152,603 - \$158,874, Canberra (PN: 42292, several)**

Gazetted: 11 April 2022

Closing Date: 25 April 2022

Applications are sought for the position of Assistant Parliamentary Counsel 2. The Parliamentary Counsel's Office (PCO) provides legislative drafting and publishing services for ACT legislation.

PCO drafts legislation (mainly bills and subordinate legislation) for the ACT Government, private members of the ACT Legislative Assembly and ACT Courts.

PCO maintains the ACT legislation register ([www.legislation.act.gov.au](http://www.legislation.act.gov.au)), on which ACT legislation and legislative material is notified and published.

The Legislative Drafting Section provides drafting services and related legislative advice. This includes analysis of legislative proposals and advice on their policy implications and alternative ways of achieving policy objectives.

For more information, see the PCO website at [www.pco.act.gov.au](http://www.pco.act.gov.au).

The primary responsibilities of Assistant Parliamentary Counsel 2 is to draft and review legislation for PCO's clients and provide related legislative advice.

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

What you will do:

Draft legislation (including complex legislation), lead and manage drafting projects and review or settle the work of other drafters.

Work as part of drafting teams and assist the development of other drafters.

Take a leading role in PCO committees and projects.

Please note that this position does not involve direct supervision of staff.

Eligibility/Other Requirements:

Admission to practice as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory is essential.

The position does not require a pre-employment medical.

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

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: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christina Maselos (02) 6205 3775 [Christina.Maselos@act.gov.au](mailto:Christina.Maselos@act.gov.au)

**Public Trustee and Guardian**

**Wills, Estates and Trusts Unit**

**Estate and Trust Officer**

**Administrative Services Officer Class 5 \$83,620 - \$88,510 , Canberra (PN: 43921, several)**

Closing Date: 28 April 2022

**Details:** The Public Trustee and Guardian is a unique organisation that provides trustee, financial management, guardianship and estate administration services to the ACT community.

We have two temporary opportunities for motivated and well organised professionals in our Wills, Estates and Trusts Unit. This is a busy unit delivering a range of functions including deceased estate administration, preparation of Wills and Enduring Powers of Attorney, trust administration and the administration of confiscated criminal assets. We also help to raise awareness in the community about the importance of having a Will and to encourage more people to put arrangements in place.

**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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

**Note:** There are two temporary positions available immediately until June 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to apply:** Applicants should submit a 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: Denise Caldwell (02) 6207 9800 [Denise.Caldwell@act.gov.au](mailto:Denise.Caldwell@act.gov.au)

## Security and Emergency Management

### Emergency Management

#### Assistant Director, Emergency Management Policy

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 07199)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

**Details:** The Security and Emergency Management Division within the Justice and Community Safety Directorate is seeking a motivated and professional Assistant Director, Emergency Management Policy.

The Security and Emergency Management Division is responsible for providing whole of government strategic advice, policy development and implementation in relation to security and emergency management matters.

The Assistant Director, Emergency Management Policy will be located within the Emergency Management Branch and interact across the Security and Governance Branches within the Division as well as with other ACT Government stakeholders.

#### About the position

The Assistant Director, Emergency Management Policy drives the development of policies and projects to strengthen the ACT's whole of government emergency management capability. Through their work, the Assistant Director assists the Senior Director, Emergency Management to effect, lead, plan and deliver policy in relation to whole of government strategic emergency management priorities and direction. The Assistant Director is also responsible for development and delivery of briefings and strategic advice to Senior Officials and the ACT Executive under the limited direction of the Senior Director and Executive Branch Manager. They will work under the Senior Director, Emergency Management to ensure development of appropriate policy that builds and strengthens ACT Government's disaster resilience, coordination and recovery.

The Assistant Director has direct responsibility for driving, designing, implementing and delivering specific projects and programs which support the functions of the Directorate with existing and emerging initiatives on a range of emergency management topics. They will be required to maintain a high level understanding of contemporary emergency management and government policy, stakeholder's interests and priorities, and remain across current and emerging issues within our operating environment.

The Assistant Director will establish and sustain positive and collaborative long-term relationships with a diverse range of stakeholders within the ACT public sector, the ACT community and nationally.

Under limited direction this position is required to exercise a high degree of independence to achieve goals and output in line with the Directorates' objectives. This will require well developed written and verbal communication and time management skills and ability to liaise and negotiate with a diverse range of stakeholders. Additionally, the position requires sound decision making and project management skills as well as ability to respond effectively to business needs and meet tight time frames.

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, veterans, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

#### Eligibility/Other Requirements:

Proven experience in managing development and implementation of programs or projects

Sound knowledge of territory emergency management legislation, arrangements and practices

Ability to manage self and staff in high pressure environments

Ability to work outside of normal business hours including weekends to support the emergency management arrangements of the ACT.

**Compliance Requirements/Qualifications:**

The successful candidate will be required to have, or ability to obtain, a Negative Vetting 1 security clearance

**Desirable:**

Well-developed skills in writing government briefs and papers.

Relevant experience and/or tertiary qualifications in a related field or equivalent experience in policy development and/or emergency management.

**Note:** This is a temporary position available until 26 August 2022 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. The position is required to work remotely or in hybrid arrangement (home and office). The office is an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants are asked to please supply:

A written response (a pitch) of no more than two A4 pages which:

demonstrates that you have the capabilities outlined in the 'What you require' section of the position description, and

outlines why you believe you are suitable for the position.

your curriculum vitae; and

contact details of two referees with a thorough knowledge of your work performance.

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

Contact Officer: Dianne Gordon (02) 6205 3133 [Dianne.Gordon@act.gov.au](mailto:Dianne.Gordon@act.gov.au)

**Suburban Land Agency**

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

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

**Suburban Land Agency**

**Program Solutions**

**Infrastructure Services**

**Project Manager - Civil**

**Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 18793)**

Gazetted: 12 April 2022

Closing Date: 26 April 2022

The Project Manager – Civil works to the Project Director – Infrastructure Services within the Infrastructure Services team of the Suburban Land Agency (the Agency). The team is primarily responsible for providing services to projects comprising design review, documentation and construction supervision of Greenfield, Urban and Commercial/Industrial development activities.

We are looking for person with high-level skills and experience in contract and project management of civil construction contracts using GC21 or AS2124 or similar contracts. To succeed in this position, you will bring experience and knowledge of procurement in the civil construction industry and hold strong working knowledge of procurement processes.

As Project Manager – Civil you will lead a small team of staff, consultants and contractors in a multi-disciplinary environment and possess a high level of negotiation and excellent oral and written communication skills.

You will apply excellent stakeholder engagement to interact effectively with client, stakeholders and industry, including commitment to customer service principles, practices and attributes.

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 a relevant professional qualification or accreditation with a professional body recognised within Australia  
OR

Hold a relevant building degree  
OR

OR

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

Notes: This is a temporary position available from May 2022 to November 2023 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. Please 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.

How to Apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Dexter (02) 6207 4123 [David.Dexter@act.gov.au](mailto:David.Dexter@act.gov.au)

### **Transport Canberra and City Services**

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

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

**Executive Branch Manager, Strategic Policy and Customer  
Temporary Vacancy (ASAP for three months with possibility of extension up to nine months)  
Transport Canberra and City Services  
Transport Canberra and Business Services  
Position: E881**

**(Remuneration equivalent to Executive Level 1.3)**

Date circulated: 12 April 2022

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Transport Canberra and City Services (TCCS) are seeking an experienced leader to fill the position of Executive Branch Manager Strategic Policy and Customer asap for a period of three months with a possible extension to a maximum of nine months.

The Executive Branch Manager, Strategic Policy and Customer will spearhead TCCS efforts to continually improve the citizen experience of the ACT's integrated transport and city services. Supported by a dedicated Branch and working across the Directorate and government, the EBM will develop policies and associated strategies which improve service delivery and enable outcomes for the community in line with the Government's objectives. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

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

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Petra Crowe via email, [petra.crowe@act.gov.au](mailto:petra.crowe@act.gov.au) by COB 20 April.

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 \$243,560 - \$254,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$217,171.

Contact Officer: Petra Crowe (02) 6205 3817 [petra.crowe@act.gov.au](mailto:petra.crowe@act.gov.au)

### **Transport Canberra and Business Services**

#### **Wholesale Nursery Worker**

**General Service Officer Level 3/4 \$53,149 - \$58,041, Canberra (PN: 41572)**

Gazetted: 13 April 2022

Closing Date: 3 May 2022

**Details:** Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space,

building, and managing our roads, footpaths, and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds.

Several of the ACT Government's commercial operations are run by TCCS, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and Canberra Memorial Parks. TCCS employs close to 2000 staff working in locations across the ACT.

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

We are currently looking for a suitable person to fill a position in our Sales team. The primary responsibilities for this role are to:

Pick plant orders, weed, clean pots, attach labels, prepare stock for transport or delivery.

Assist loading and unloading deliveries

Maintain nursery stock.

Assist in customer service-related tasks and administrative duties.

This is an excellent opportunity to gain experience in a dynamic and supportive workplace that is making a difference to the landscape we live in. As part of the team, you will help produce and sell high quality plants to the Canberra community and the surrounding regions. The role is based on site at the Yarralumla Nursery in Canberra.

**Eligibility/Other Requirements:**

Hold a current class C drivers licence.

Pass a Fitness for Duty medical assessment prior to employment to ensure employee can:

Lift heavy materials (16-20kg)

Bend and lift repeatedly

Carry out a variety of other heavy manual work

Work outdoors in all seasons

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

**How to Apply:** Please submit a written application addressing the criteria under the 'What you require' section of the Position Description, 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:** Farley Hayward (02) 6207 2447 [Farley.Hayward@act.gov.au](mailto:Farley.Hayward@act.gov.au)

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

## City Services

### City Presentation

#### Urban Treescapes

#### Director, Policy and Planning

#### Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54951)

Gazetted: 12 April 2022

Closing Date: 6 May 2022

The Director Policy and Planning will support the Senior Director and be responsible for planning and implementing programs to deliver the actions and outcomes in the Urban Forest Strategy and contribute to the development of best practice urban design options to protect and enhance Canberra's urban forest.

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.

Please see the position description for further information about the role.

**Eligibility/Other Requirements:**

1. Permanent Resident of Australia.

2. Driver's licence is essential.

3. This position requires a pre-employment medical.

4. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).



5. A degree in Forestry, Urban Forestry, Landscape Architecture, or Urban Park Management, or the equivalent in a related discipline, or currently undertaking a related qualification is 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 located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do 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.

### **Territory and Business Services**

#### **Wholesale Nursery Worker - Identified**

#### **General Service Officer Level 3/4 \$53,149 - \$58,041, Canberra (PN: 43598)**

Gazetted: 12 April 2022

Closing Date: 3 May 2022

**Details:** Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building, and managing our roads, footpaths, and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds.

Several of the ACT Government's commercial operations are run by TCCS, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT.

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

We are currently looking for a suitable candidate to fill a position in our Production team. The role is responsible for assisting in plant production and maintenance including:

Potting up plants to meet sales/production plan goals, including preparing stock growing areas, picking tube stock, hand or machine potting of plants, watering and lining out plants.

Assist with irrigation maintenance, including cleaning filters and conducting pond/pump checks.

Assist in the propagation of plant material.

Undertake weed control and grounds maintenance, including use of herbicides and hand weeding as required.

This is an excellent opportunity to gain experience in a dynamic and supportive workplace that is making a difference to the landscape we live in. As part of the team, you will help produce and sell high quality plants to the Canberra community and the surrounding regions. The position is located on site at Yarralumla Nursery.

**Eligibility/Other Requirements:**

Driver's licence Class C is essential

This position requires a pre-employment medical prior to employment to ensure the employee has the ability to:

Lift heavy materials (16-20kg)

Bend repeatedly

Carry out a variety of other heavy manual work

Work outdoors in all seasons

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

**How to Apply:** Please submit a written application addressing the five criteria under the 'What you require' section of the Position Description, 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: Belinda Ryan (02) 6207 8230 [Belinda.Ryan@act.gov.au](mailto:Belinda.Ryan@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.

**Chief Operating Officer Group**

**Chief Information Office**

**Senior Director Planning and Delivery**

**Senior Officer Grade A \$155,107, Canberra (PN: 38427)**

Gazetted: 11 April 2022

Closing Date: 18 April 2022

Transport Canberra and City Services (TCCS) Chief Information Office is seeking a dynamic, proven leader with excellent ICT, project management, design and delivery skills to join our team.

The successful candidate will have strong leadership capabilities, highly developed ICT expertise across strategy, design, and project management / delivery, as well as procurement and contract management skills.

We are looking for someone with extensive experience in the delivery of ICT services in complex, geographically dispersed, field and office based, public sector environments along with highly developed problem-solving skills, with a demonstrated capacity for making effective, evidence-based decisions.

**Eligibility/Other Requirements:** Certificate, Diploma, Advanced Diploma, Graduate or Post Graduate qualifications and/or accreditation in Project Management, and greater than five years' experience delivering technology related projects in a government setting is highly desirable. Tertiary qualifications in Information Technology or a related discipline, and greater than five years' experience in senior Information Technology Management is highly desirable. Certificate, Diploma, Advanced Diploma, Graduate or Post Graduate qualifications and/or accreditation in procurement and contract management, and greater than five years' experience delivering procurement and contract management activities in a government setting is highly desirable.

**Notes:** This is a temporary position available for six months. Selection may be based on written application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position is available to ACT Government officers and employees only.

**How to Apply:** Applicants should submit a 'one page pitch' addressing their suitability for the role, along with a current resume.

Applications should be sent to the Contact Officer.

Contact Officer: Deb Butt (02) 6205 8581 [Deb.Butt@act.gov.au](mailto:Deb.Butt@act.gov.au)

**Transport Canberra**

**Procurement Manager**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 49309)**

Gazetted: 11 April 2022

Closing Date: 25 April 2022

The Procurement and Strategic Assets team partner with Transport Canberra business areas, facilitating a procurement process to enable the purchase of Goods and Services in accordance with the legislated requirements. The Procurement and Strategic Assets facilitate strategic procurement planning through high level monitoring of contract management activities and data collection. The Procurement and Strategic Assets team procure high value, strategic technical assets for Transport Canberra using our combined subject matter knowledge of technical engineering and procurement.

The Procurement Manager plays a key role in the Procurement and Strategic Assets team and provides high-level procurement and contract advice and services to Transport Canberra as well as managing a small team. The Procurement Manager works closely with business units where appropriate to deliver procurement and contract management oversight to achieve business outcomes, while ensuring that all Transport Canberra procurement processes comply with relevant legislation and policy requirements.

**Eligibility/Other Requirements:** Previous experience in procurement and contract management is highly desirable.

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

**How to apply:** Expressions of interest are sought from potential candidates and should include:

A two-page pitch outlining experience and/or ability and addressing the requirements listed in 'What You Require' in the attached Position Description.

Contact details of two referees.

A current curriculum vitae (resume).

**Applications should be submitted via the 'Apply Now' button below:**

Contact Officer: Matthew Halls (02) 6205 2003 [matthew.halls@act.gov.au](mailto:matthew.halls@act.gov.au)

## City Services

### City Presentation

#### Leading Hand

#### **General Service Officer Level 7 \$66,857 - \$70,601, Canberra (PN: 33886)**

Gazetted: 11 April 2022

Closing Date: 2 May 2022

**Details:** The General Services Grade 7 role within Place Management is responsible for leading a team engaged in the maintenance of the of urban open space areas including mowing, cleaning toilets and shopping centres, litter collection, garden beds maintenance and weed control services.

Day to day activities of this position include guiding work for the teams and working with the teams, ensuring WHS requirements are met, including risk assessments and implementation of temporary traffic management measures.

This role will assist in delivery of the annual works program and will ensure that daily critical tasks are completed. There is also a requirement for this position to create reports against milestones for the program and ensure that quality of delivered services.

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:**

Workplace Health and Safety Induction (White Card)

Asbestos awareness card

Safe handling of sharps and infectious waste statement of attainment or willingness to obtain

Implement Traffic Control Plans qualification or a willingness to obtain

Driver's licence C Class is essential, Medium Rigid (MR) is preferred.

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

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

**How to Apply:** Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

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

Contact Officer: Tessa Roberts 0419001377 [Tessa.Roberts@act.gov.au](mailto:Tessa.Roberts@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.

## Territory and Business Services

### Libraries ACT

#### Library Shift Supervisor

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 52706)**

Gazetted: 08 April 2022

Closing Date: 23 April 2022

**Details:** Libraries change lives and Libraries ACT 's vision is Literacy and Learning for Life. The library delivers traditional services as well as many learning programs and opportunities for the community to come together. Based across 11 sites, the library is integral to Canberra's literacy, self-education and learning, social inclusion, digital inclusion and citizenship. It is a vibrant service that is constantly re-inventing itself to meet emerging community needs and expectations.

The Shift Supervisor is an important role in Libraries and is Officer in Charge of public library branches. This involves ensuring branches are operating effectively in delivering services, programs, and information to customers as well as ensuring the building facilities are functioning correctly.

We are looking for outgoing, pro-active people who enjoy customer service and are confident working with the public. Regular program delivery on a myriad of topics (Storytime etc) will be regular part of this role so being open to learning is a must! This role does supervise other staff and public library branches so experience in team leadership would be desirable.

**Eligibility/Other Requirements:** This position does require a Working with Vulnerable People Check.

Libraries ACT operate seven days a week and so this position will be required to work an evening and or weekend shift on a fortnightly roster at any Libraries ACT location.

Relevant work experience in an environment such as retail, hospitality or experience managing public spaces would be desirable.

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

Please submit your completed selection criteria with an up to date resume.

Those who are invited to interview will be asked to deliver a short presentation on a specified topic.

**How to Apply:** Please submit your completed selection criteria with an up to date resume.

Those who are invited to interview will be asked to deliver a short presentation on a specified topic.

Applications should be submitted via the Apply Now button below.

Contact Officer: Holly Hart, [Holly.Hart@act.gov.au](mailto:Holly.Hart@act.gov.au) (02) 6207 5107

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.

## **Territory and Business Services**

### **Libraries ACT**

#### **Branch Coordinator**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 37656)**

Gazetted: 08 April 2022

Closing Date: 27 April 2022

Libraries change lives and Libraries ACT's vision is Literacy and Learning for life. The library delivers traditional book based services as well as many learning programs and opportunities for the community to come together. Based across 11 sites, the library is integral to Canberra's literacy, self-education and learning, social inclusion, digital inclusion and citizenship. It is a vibrant service that is constantly re-inventing itself to meet emerging community needs and expectations.

The Branch Coordinator is a leadership role responsible for managing the day to day operations of the branch, ensuring excellent customer service through exemplary staff management and motivation, impeccable facilities and merchandising management, and the highest levels of customer service.

Branch Coordinators also actively progress the strategic direction of Libraries ACT by participating in or leading working groups, drafting policy and operating procedures, presenting training on specific topics, etc.

Applicants should be motivated, enjoy providing customer service to the community and have strong leadership experience. They should be willing to deliver and support different public programs like Storytime and mentor their teams to increase their skills and learning.

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

This position is mobile and position holders will routinely move between branches after set periods, i.e. on an annual or bi-annual basis, as determined by the Libraries ACT.

In addition to the above, willingness to work at any Libraries ACT location, and on occasion at short notice.

This position works on a fortnightly roster that will include a weekend Saturday shift.

Willingness to wear a uniform and abide by the dress code.

Ability to meet the physical requirements of this role (see below for more detail).

Familiarity with standard Information and Communication Technology (ICT) and social media.

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

**How to apply:** Please submit completed Selection Criteria with an up to date curriculum vitae. There will be a requirement to deliver a presentation for those selected for interview.

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

Contact Officer: Lela Hopkins (02) 6207 6607 [lela.hopkins@act.gov.au](mailto:lela.hopkins@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.

## Transport Canberra and Business Services

### Strategic Policy and Customer

#### Senior Director

**Senior Officer Grade A \$155,107, Canberra (PN: 40561)**

Gazetted: 08 April 2022

Closing Date: 22 April 2022

Strategic Policy and Customer branch is responsible for strategic policy development and implementing innovative programs to deliver services and information to the Canberra community.

The Branch prioritises, reviews, develops and implements policy and legislation relating to transport regulation and delivering road safety outcomes. It delivers road transport regulatory reform which includes responsibility for certain actions contained in the ACT Road Safety Action Plan 2020-2023 and provides advice on the application of the ACT's road transport laws. The team reviews, advises on and implements national reforms including preparing briefings for National Ministerial and Senior Officials meetings and participating in national working groups on road safety and transport reform.

The business unit currently comprises of 5 Teams:

**Policy and Legislative Solutions** provide flexible support across the Directorate's deliverable portfolio for the development of Government policy and accompanying legislation;

**Strategic Transport Policy** provide policy support in implementing the objectives of the Government's transport strategy and managing the Territory's contribution to national transport policy;

**Transport Regulation** have responsibility for maintaining and reforming the Territory's road transport legislation;

**Road Safety and Transport Policy** have responsibility for developing Government policy on road safety and maintaining standards and rules relating to road transport; and

**Customer Experience** provide embedded support to business units in applying user centric design principles to address business problems.

If you are passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy working on fascinating and complex challenges and co-designing innovative solutions, then these roles could be for you.

**Eligibility/Other Requirements:** The Senior Director will:

Under a broad level of autonomy, lead a team responsible for Directorate-wide programs of identified complex problems in particular policy and legislative reform, provide strategic direction, manage staffing and work programs.

Oversee preparation of and prepare high-quality reports, submissions, high level briefs and correspondence and provide strategic advice on a number of complex issues for Executives or Ministers.

Represent the Directorate at high level meetings, consultations, negotiations and other forums with both in internal and external agencies and stakeholders and support senior executives in negotiation and liaison with the Commonwealth, States and Territories on national transport outcomes and priorities.

Foster a culture of collaboration with TCCS staff, other government organisations, the community and industry to deliver road safety outcomes for the community.

Effectively engage with, communicate with and provide strategic advice to all relevant stakeholders, including industry and community organisations.

Collaborate and build effective relationships with senior staff of the ACT Public Service, Ministers' offices, Directorate staff and relevant external parties to facilitate the exchange of information and ensure a cohesive, whole-of-service approach and response to key policy initiatives.

**Note:** This is a temporary position available from 1 July 2022 for a period up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 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.

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 address the selection criteria in the "WHAT YOU REQUIRE" section of the Position Description including "Behavioural Capabilities" and "Compliance Requirements/Qualifications" in no more than two pages. Please also include a current copy of your curriculum vitae along with contact details of two referees.

**Applications are to be submitted via the 'Apply Now' button below.**

Contact Officer: John Bowdery (02) 6207 8467 john.bowdery@act.gov.au

**City Services**

**Infrastructure Delivery and Waste**

**Infrastructure Delivery**

**Assistant Director, Financial Reporting and Systems**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 00630)**

Gazetted: 11 April 2022

Closing Date: 25 April 2022

Infrastructure Delivery (ID) responsibility is to manage and deliver the Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate (TCCS) including Roads ACT, City Presentation, ACT NOWaste, Transport Canberra Operations, Libraries ACT and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, minor upgrades to Resource Recovery Centre, car park improvements and playgrounds. ID is seeking a high performing officer to fill the position of Assistant Director, Financial Reporting and Systems. This position is part of a dynamic team reporting to the Senior Director, Business Management. The position provides business units with reporting including preparation of financial statements and reporting, performs financial functions and supports the Business Unit with systems such as PMARS, TM1 and APIAS.

The successful applicant will work closely with the Transport Canberra and City Services Finance Business unit, and in particular the Capital Budgets Senior Manager.

The primary responsibilities for this position are to:

Coordinate and effectively manage all aspects of capital works reporting for all TCCS capital funded projects.

Prepare financial reports, analysis and advice that meet the needs of Infrastructure Delivery.

Assist in managing the TM1 reporting system that supports internal and external financial reporting, budgeting, asset registers and capital works.

Assist preparations of monthly reconciliations and provide assistance for other transactional processing both accounts processing and accounts receivable.

Assist with the implementation of processes to ensure the recording of meaningful and accurate financial information in liaison with the Chief Financial Officer team. .

Contribute to projects and activities within the Infrastructure Delivery Business Unit as required.

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position. Coordination and preparation of financial statement information, financial reports and information, including capital related budgets and projects for the Executive Branch Manager Infrastructure Delivery.

Experience in financial management within capital works related programs including large financial reconciliations.

The ability to provide system support to Infrastructure Delivery completing financial reporting and budgeting.

Highly developed communication (oral and written), negotiation, and liaison skills.

Demonstrated responsiveness, reliability, adaptability and the pursuit of excellence in supporting Directorate management outcomes. Ability to prioritise and work independently in a small team environment with a high degree of self-motivation under limited supervision

Demonstrated ability to consistently display commitment to the professional growth of self and others. Leadership in Customer Service, Workplace Diversity, Occupational Health and Safety and Industrial Democracy principles and practices. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and or extended experience in business administration including financial functions will be highly desirable.

Notes: This is a temporary position available for 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. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

## **WorkSafe ACT**

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

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

### **WorkSafe ACT**

#### **Senior Inspector**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51515)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

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

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have an exciting permanent vacancy for an experienced and highly organised professional to fill the role of Senior Inspector within our General Inspectorate Team. The Senior Inspector will lead and monitor the daily work and outputs of a team of inspectors who are primarily responsible for compliance and enforcement activities under the WHS Act and its associated legislation. The successful candidate will be responsible for providing support, guidance, and advice to General Inspectorate team in performing regulatory activities.

In this role you will prepare high level written materials and respond to incidents in accordance with WorkSafe ACT's strategic plan and the Agency's annual business plan to promote regulatory excellence for WorkSafe ACT. The successful candidate will have highly developed communication skills and demonstrated understanding of relevant WHS legislation. At least Diploma level qualifications in a related field would be an advantage.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you 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. 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. Selection may be based on application and referee reports only.

**How to Apply:** Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Please also ensure you demonstrate your ability to meet the essential requirements of the position. Applicants should also provide a curriculum vitae and two referee reports.

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

Contact Officer: Gary McGivern (02) 6207 0925 [Gary.McGivern@worksafe.act.gov.au](mailto:Gary.McGivern@worksafe.act.gov.au)

## **APPOINTMENTS**

### **ACT Health**

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Monica Upward-Garcia, Section 68(1), 8 April 2022

### **Canberra Health Services**

**Registered Nurse Level 1 \$71,730 - \$95,818**

Ryan Armstrong, Section 68(1), 17 March 2022



**Health Service Officer Level 3/4 \$54,613 - \$58,546**

Mitchell Chesterton, Section 68(1), 14 April 2022

**Health Service Officer Level 3/4 \$54,613 - \$58,546**

Riordan Collin, Section 68(1), 14 April 2022

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)**

Emma Edwards, Section 68(1), 7 April 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Sally Foster, Section 68(1), 14 April 2022

**Health Professional Level 2 \$69,738 - \$95,736**

Gavin Galbraith, Section 68(1), 9 April 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Michelle Hood, Section 68(1), 5 April 2022

**Registered Nurse Level 2 \$99,612 - \$105,575**

Tanya Karvelas, Section 68(1), 31 March 2022

**Administrative Services Officer Class 2/3 \$59,813 - \$72,935**

Jamie Matthews, Section 68(1), 11 April 2022

**Health Service Officer Level 5 \$59,380 - \$62,328**

Denis Milicevic, Section 68(1), 6 April 2022

**Health Service Officer Level 3/4 \$54,613 - \$58,546**

Isaac Morgan, Section 68(1), 14 April 2022

**Health Service Officer Level 3/4 \$54,613 - \$58,546**

Josefa Pareti, Section 68(1), 14 April 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Jose Luigi Sanchez, Section 68(1), 14 April 2022

**Health Service Officer Level 3/4 \$54,613 - \$58,546**

Jacob Shaw, Section 68(1), 14 April 2022

**Registered Midwife Level 2 \$99,612 - \$105,575**

Zoe Streatfeild, Section 68(1), 11 April 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Maggie-Rose Thompson, Section 68(1), 11 April 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Angela Wallace, Section 68(1), 9 April 2022

**Health Professional Level 2 \$69,738 - \$95,736**

Yu Yan, Section 68(1), 4 April 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Anja Pluschke, Section 68(1), 07 April 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Ma Dobes, Section 68(1), 08 April 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Nicholas Lonergan, Section 68(1), 08 April 2022

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade C \$113,397 - \$122,062**

Jennifer Arthur, Section 68(1), 11 April 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Grace Blake, Section 68(1), 8 April 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Haidee Collantes, Section 68(1), 15 April 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Tessa Cope, Section 68(1), 11 April 2022

**Senior Officer Grade C \$113,397 - \$122,062**

Renuka Dias, Section 68(1), 13 April 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Theresa Jaico, Section 68(1), 15 April 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Yadhava Pathmanathan, Section 68(1), 15 April 2022

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Ashleigh Schell, Section 68(1), 11 April 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Ankitaben Shah, Section 68(1), 11 April 2022

**Technical Officer Level 4 \$90,099 - \$103,117**

Kieran Wallace, Section 68(1), 19 April 2022

**Community Services**

**Youth Worker 1 \$67,770 - \$72,935**

Rita Palm, Section 68(1), 5 April 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Olivia Riordan, Section 68(1), 11 April 2022

**Child and Youth Protection Professional Level 1 \$72,526 - \$90,904**

Cailin Stanford, Section 68(1), 31 March 2022

**Education**

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Sarah Doherty, Section 68(1), 10 April 2022

**Health Professional Level 4 \$113,397 - \$122,062**

Jacqueline Etherington, Section 68(1), 13 April 2022

**Health Professional Level 4 \$113,397 - \$122,062**

Elise Jordaan, Section 68(1), 13 April 2022

**Senior Officer Grade C \$113,397 - \$122,062**

Melissa Marshall, Section 68(1), 11 April 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Siobhain White, Section 68(1), 11 April 2022

**Justice and Community Safety**

**Prosecutor Associate \$75,239 - \$77,544**

Brandon Perkins, Section 68(1), 11 April 2022

**Transport Canberra and City Services**

**Bus Operator - Training \$73,589**

Muhammad Abu Bakar, Section 68(1), 8 April 2022

**General Service Officer Level 5/6 \$58,918 - \$64,843**

Kirrilea Cameron, Section 68(1), 11 April 2022

**Bus Operator - Training \$73,589**

Neil Flinn, Section 68(1), 8 April 2022

**Bus Operator - Training \$73,589**

Gary Hatcliffe, Section 68(1), 8 April 2022

**Bus Operator - Training \$73,589**

Stephen Polson, Section 68(1), 8 April 2022

**Bus Operator - Training \$73,589**

Paul Rice, Section 68(1), 8 April 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Laura Shelley, Section 68(1), 11 April 2022

**General Service Officer Level 5/6 \$58,918 - \$64,843**

Satnam Singh, Section 68(1), 11 April 2022

**Bus Operator - Training \$73,589**

Yasoa Zayya, Section 68(1), 8 April 2022

**TRANSFERS**

**Canberra Health Services**

**Maggie Maloney**

From: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Canberra Health Services

To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 18847) (Gazetted 3 March 2022)

**James Wheller**

From: Health Professional Level 2 \$69,738 - \$95,736  
Canberra Health Services

To: Health Professional Level 2 \$69,738 - \$95,736  
Canberra Health Services, Canberra (PN. 50783) (Gazetted 3 March 2022)

**Education**

**Christian Pietsch**

From: Building Service Officer 3 \$72,451 - \$76,559  
Education

To: Building Service Officer 3 \$72,451 - \$76,559  
Education, Canberra (PN. 48143) (Gazetted 4 February 2022)

**PROMOTIONS**

**ACT Audit Office**

**Performance Audit**

**Charestella Pakpahan**

From: Auditor \$67,770 - \$88,510  
ACT Audit Office

To: †Senior Auditor \$90,992 - \$110,810  
ACT Audit Office, Canberra (PN. 45816) (Gazetted 21 February 2022)

**Canberra Health Services**

**Zainab Alosi**

From: Registered Nurse Level 1 \$71,730 - \$95,818  
Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575  
Canberra Health Services, Canberra (PN. 43058) (Gazetted 7 February 2022)

**Sarah Briggs**

From: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Canberra Health Services

To: †Health Professional Level 4 \$113,397 - \$122,062  
Canberra Health Services, Canberra (PN. 19255) (Gazetted 1 March 2022)

**Canberra Health Services**

**Elanor Hughes**

From: Senior Officer Grade B \$133,552 - \$150,347  
Office of the Legislative Assembly

To: †Senior Officer Grade A \$155,107  
Canberra Health Services, Canberra (PN. 51093) (Gazetted 23 November 2021)

**Canberra Health Services**

**Christine Mead**

From: Registered Nurse Level 4.3 \$147,398  
Canberra Health Services

To: †Registered Nurse Level 5.5 \$176,157  
Canberra Health Services, Canberra (PN. 29615) (Gazetted 4 January 2022)

**Maricel Polloso-Polo**

From: Registered Nurse Level 1 \$71,730 - \$95,818  
Canberra Health Services  
To: Registered Nurse Level 2 \$99,612 - \$105,575  
Canberra Health Services, Canberra (PN. 26982) (Gazetted 7 February 2022)

**Patrick Tito**

From: Medical Imaging Level 3 \$108,340 - \$114,157 (up to \$119,818 on achieving a personal upgrade)  
Canberra Health Services  
To: Medical Imaging Level 4 \$124,735 (Up to 134,267 for positions designated in clause 20.1 of the EA)  
Canberra Health Services, Canberra (PN. 28818) (Gazetted 3 February 2022)

**Chief Minister, Treasury and Economic Development**

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Service Management**

**Dat Dang**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Chief Minister, Treasury and Economic Development  
To: Information Technology Officer Class 2 \$90,099 - \$103,117  
Chief Minister, Treasury and Economic Development, Canberra (PN. 11609) (Gazetted 25 August 2021)

**Economic Development**

**Skills Canberra**

**VET Program and Support**

**Anita Dolstra**

From: Senior Officer Grade B \$133,552 - \$150,347  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade A \$155,107  
Chief Minister, Treasury and Economic Development, Canberra (PN. 45613) (Gazetted 15 February 2022)

**Economic Development**

**VisitCanberra**

**Marketing**

**Louise Finch-Penninger**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Chief Minister, Treasury and Economic Development, Canberra (PN. 49125) (Gazetted 16 February 2022)

**Community Services**

**Corporate**

**People Management**

**Cathryn Chandler**

From: Senior Officer Grade B \$133,552 - \$150,347  
Community Services  
To: †Senior Officer Grade A \$155,107  
Community Services, Canberra (PN. 38435) (Gazetted 2 December 2021)

**Housing ACT**

**Executive, Government and Engagement**

**Alyssa Stanley**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services

To: †Senior Officer Grade C \$113,397 - \$122,062

Community Services, Canberra (PN. 07510) (Gazetted 8 October 2021)

**Education**

**School Performance and Improvement Division**

**Steven Beattie**

From: School Assistant 2 \$50,861 - \$56,161

Education

To: School Assistant 3 \$57,626 - \$62,020

Education, Canberra (PN. 39515) (Gazetted 18 March 2022)

**North Gungahlin**

**Campbell High School**

**Andrew Beecher**

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 16365) (Gazetted 17 February 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Tuggeranong Network**

**Lanyon High School**

**Glenda Johnson**

From: School Assistant 2/3 \$50,861 - \$62,020

Education

To: School Assistant 4 \$69,095 - \$74,817

Education, Canberra (PN. 46763) (Gazetted 4 March 2022)

**School Performance and Improvement**

**North Gungahlin**

**Gold Creek School**

**Hilary Kinraid**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Education

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Education, Canberra (PN. 54436) (Gazetted 10 March 2022)

**System Policy and Reform**

**Analytics and Evaluation**

**Wendy Kurniawan**

From: Information Technology Officer Class 2 \$90,099 - \$103,117

Health

To: †Senior Officer Grade C \$113,397 - \$122,062

Education, Canberra (PN. 57308) (Gazetted 24 January 2022)

**School Performance and Improvement**

**Tuggeranong**

**Caroline Chisholm School**

**Grant Robinson**

From: Information Technology Officer Class 1 \$72,935 - \$83,023  
Education  
To: Information Technology Officer Class 2 \$90,099 - \$103,117  
Education, Canberra (PN. 54849) (Gazetted 23 March 2022)

### **Justice and Community Safety**

#### **Emergency Services Agency Emergency Communications Centre Marc Brown**

From: Ambulance Support Officer 4 \$78,050 - \$88,207  
Justice and Community Safety  
To: †Technical Officer Level 4 \$90,099 - \$103,117  
Justice and Community Safety, Canberra (PN. 53815) (Gazetted 26 November 2021)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

#### **ACT Human Rights Commission Victims of Crime Commissioner Victim Support ACT Natalie Oakes**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Justice and Community Safety  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Justice and Community Safety, Canberra (PN. 55806) (Gazetted 17 February 2022)

### **Major Projects Canberra**

#### **Project Development and Support Communications Light Rail Laura Jack**

From: Senior Officer Grade C \$113,397 - \$122,062  
Environment, Planning and Sustainable Development  
To: †Senior Officer Grade B \$133,552 - \$150,347  
Major Projects Canberra, Canberra (PN. 54195) (Gazetted 19 November 2021)

#### **Infrastructure Delivery Partners Social Project Management Douglas Paul**

From: Infrastructure Officer 4 \$134,705 - \$153,043  
Major Projects Canberra  
To: †Infrastructure Officer 5 \$161,140  
Major Projects Canberra, Canberra (PN. 54526) (Gazetted 19 January 2022)

### **Transport Canberra and City Services**

#### **Transport Canberra Operations Bus Operations - Belconnen Depot Ben Wubbels**

From: Bus Operator \$81,631  
Transport Canberra and City Services



To: †Transport Officer Grade 3 - ACTION \$107,459

Transport Canberra and City Services, Canberra (PN. A11716) (Gazetted 7 February 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **Worksafe ACT**

#### **WorkSafe ACT**

#### **Systems**

#### **Lydia Bartulovich**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Transport Canberra and City Services

To: †Senior Officer Grade C \$113,397 - \$122,062

Worksafe ACT, Canberra (PN. 53280) (Gazetted 16 March 2022)