



ACT Government Gazette
Gazetted Notices for the week beginning 05 October 2023

VACANCIES**ACT Electoral Commission**

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

Elections ACT**People Manager****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 62907)**

Gazetted: 11 October 2023

Closing Date: 25 October 2023

Details: Elections ACT is seeking a motivated and qualified People Manager to join our small team. The People Manager will lead a small team in delivering high quality human resource outcomes across the electoral cycle, aligned with the ACT public sector strategies and policies.

Fostering a high performing people centric team in Elections ACT is fundamental in meeting our purpose of delivering trusted, transparent, secure and accessible electoral services and meeting the current and future challenges of the electoral environment.

The People Manager will be responsible to the Elections ACT executive for the provision of advice in planning and design of the workforce structure; development and implementation of relevant people strategies and policies; recruitment and retention of a diverse, inclusive, capable, trained and resilient workforce; and fostering a positive values based culture and a safe, respectful workplace.

These responsibilities are set in the context of a relatively small permanent Elections ACT workforce, reinforced with additional temporary staff and hundreds of short-term polling officials in delivering the four yearly ACT Legislative Assembly election.

Staff of Elections ACT are expected to be proactive, enthusiastic and show a capacity to work well within a small team. They must be willing to continuously improve, be outcome focused and accountable for their actions. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Eligibility/Other requirements: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.

Notes: This is a temporary position available immediately until 29 November 2024, with the possibility of extension and/or permanency, subject to funding.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Damian Cantwell (02) 6205 0033 Damian.Cantwell@act.gov.au

Elections ACT**Communications and Engagement Manager****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 62906)**

Gazetted: 11 October 2023

Closing Date: 25 October 2023

Details: Elections ACT is seeking an enthusiastic and motivated person to lead a small team in engaging the ACT community and stakeholders to promote electoral awareness, participation and compliance.

The Communications and Engagement Manager will be responsible to the Elections ACT executive for the planning, design and delivery of Elections ACT's communication and engagement programs to improve understanding and

trust of ACT electoral processes and promote public participation in elections and confidence in electoral outcomes.

Important initial activities of the Communications and Engagement Manager will include developing a strategy to effectively communicate electoral information and advice across a variety of forums and networks to our stakeholders and community. This includes assisting the Commissioner in media engagements, development of stakeholder information and awareness programs in support of delivering the 2024 ACT election, and electoral education programs for a limited number of ACT schools and other community organisations.

These responsibilities are set in the context of a relatively small permanent Elections ACT workforce, reinforced with additional temporary staff and hundreds of short-term polling officials in delivering the four yearly ACT Legislative Assembly election.

Staff of Elections ACT are expected to be proactive, enthusiastic and show a capacity to work well within a small team. They must be willing to continuously improve, be outcome focused and accountable for their actions. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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

Eligibility/Other requirements: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.

Notes: This is a temporary position available immediately until 29 November 2024, with the possibility of extension and/or permanency, subject to funding.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Damian Cantwell (02) 6205 0033 Damian.Cantwell@act.gov.au

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>

Infrastructure and Engagement

Executive Officer

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 43574)

Gazetted: 11 October 2023

Closing Date: 25 October 2023

Details: Are you a solutions focused collaborator, with great attention to detail and ability to provide high quality support to executive? Then this might be the opportunity for you.

The ACT Health Directorate is seeking an enthusiastic Executive Officer who can hit the ground running in providing high level executive support to the Deputy Director-General, Infrastructure and Engagement.

The position is responsible for coordinating and preparing advice on strategic, administrative, and operational matters to assist in decision making. The role is relied upon to provide high level administration support and will undertake a diverse range of tasks including coordinating and preparing strategic advice to the division executive on administrative and operational matters and manage a small team to manage and monitor clearances and workflows, and collating meeting papers.

The role is suited to someone who can build and maintain effective working relationships, is a strong writer, and can quickly get across issues and provide support and advice to Executive and teams across the division to achieve successful results.

The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results. This is a great opportunity for someone wanting to get a taste of working in a fast-paced executive office and working closely with executive.

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

Notes: This is a temporary position available until 30 June 2024 with the possibility of extension or permanency.

Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidates will be provided information on how to work from home safely and effectively. The selection may be based on application and referee reports only.

How to Apply: Please provide: your curriculum vitae, a two-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Oliver (02) 5124 6842 Stephanie.Oliver@act.gov.au

Office of Professional Leadership and Education

Office of the Chief Medical Officer and Chief Psychiatrist

Office of the Chief Medical Officer and Chief Psychiatrist

Executive Assistant to the Chief Medical Officer and Chief Psychiatrist

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 44320)

Gazetted: 11 October 2023

Closing Date: 25 October 2023

Details: The Executive Assistant works alongside the Business Manager to ensure the smooth operation of the Office of Chief Medical Officer and Chief Psychiatrist (OCMO & CP). This position is part of a busy high-functioning team, and you will be required to use your knowledge, organisational skills, and flexible, positive approach to provide administrative support to the OCMO & OCP in a high-pressure working environment. 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. Commitment to excellent systems and practices, a collaborative approach, and the ability to be proactive while exercising sound judgement, flexibility, and discretion are the keys to success in this role. Key responsibilities of the position are to support the CMO & CP including proactive diary and email management, responding to correspondence, coordinati

Eligibility/Other requirements:

Professional/Technical Skills and Knowledge

Proven organisational and office management skills including experience and confidence in using a variety of software programs including the Microsoft Suite and proficiency in/ability to learn government record keeping and finance systems.

Proven ability to exercise initiative, prioritise workloads and meet set deadlines.

Experience working with senior leaders, experts and colleagues in a collaborative approach to achieve organisational objectives. Behavioural Capabilities

Proven liaison and communication skills with the ability to communicate on behalf of a senior leader under general direction and work independently in a collaborative team environment to effectively contribute to initiatives and outcomes.

Demonstrated ability to actively problem solve, use initiative and be flexible within the competing demands of a complex work environment.

Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration, and Innovation.

Compliance Requirements/Qualifications Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check

Notes: The position may be selected by application and referee reports only.

How to apply: Please provide a two page application addressing the selection criteria accompanied by a curriculum vitae. Provide contact details for two recent referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Pieta McCarthy (02) 5124 9554 Pieta.McCarthy@act.gov.au

Office of the Director General

Administration/Coordination Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 28061)

Gazetted: 09 October 2023

Closing Date: 23 October 2023

Details: An exciting and unique opportunity exists for an Administration/Coordination Officer in the Office of the Director-General, ACT Health Directorate. This role will be responsible for overseeing and monitoring correspondence and briefings progressed to the Director-General and Deputy Director-General.

This position will allow the applicant to work closely with the various divisions within the Directorate to initiate requests and ensure timeframes are met. To be successful in the role the applicant will need to be efficient and flexible, have good communication skills and organisational skills while being self motivated to assist the team in delivery results in a fast paced office environment.

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:

Knowledge and understanding, or the ability to quickly gain knowledge, in the use of various computer systems, including HPE Content Manager (TRIM) and Objective ECM would be highly desirable and well regarded.

This role will use a hybrid working arrangement, with requirements to work both from the Bowes Street Woden Office and home.

Notes: This is a temporary position available for three months with the possibility of extension 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. Selection may be based on application and referee reports only.

How to Apply: Please submit your current curriculum vitae and a two-page pitch responding to the profession skills and behavioural capabilities outlined in the attached position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Ellis 04 6692 2505 Catherine.Ellis@act.gov.au

Infrastructure, Communications and Engagement

Northside Hospital Project and Transition Team / Strategic Infrastructure

Communications & Engagement – Strategic Infrastructure

Senior Communications & Engagement Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 61285)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

Details: Are you a talented communications professional looking for a new challenge? Do you know what it takes to produce engaging, quality content? Do you love listening to and interacting with community and stakeholders?

If you answered yes to the above questions, we want to hear from you!

ACT Health is looking for an experienced communication and engagement professional to support the delivery of clinical, community and stakeholder engagement as we plan and develop new health infrastructure across the Territory.

The role will deliver effective and targeted community and stakeholder engagement activities, while working collaboratively across the division to develop and deliver the right information to the right audience at the right time.

This is a unique and exciting opportunity to be part of a small and dedicated team, who are bringing a human-focussed narrative to health infrastructure. The new Strategic Infrastructure Communications & Engagement team are responsible for profiling a growing number of health infrastructure projects and their long-term benefits for improving the lives of the community.

Who should apply:

Experienced communicators with experience in communications, media and engagement;

Creative writers that can develop engaging and interactive content; and

Passionate advocates for transparent, meaningful community engagement.

Notes: This is a temporary position available immediately until 28 June 2024 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Please prepare a two-page pitch, provide an up-to-date curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Rogan (02) 5124 5000 Nicole.Rogan@act.gov.au

Digital Solutions Division

Technology Operations

Cyber Security

Assistant Director, Cyber Security

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50876)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

Details: Are you an ICT Professional with experience working in a diverse, fast-paced environment? Do you have a passion for Cyber security and good technical skills?

Digital Solutions Division (DSD) is looking for a qualified individual to join the Security Hub's Cyber Team. Within this team your main focus will be supporting the governance, compliance and risk activities within the hub as well as administering cyber security related tools and technologies. You will directly contribute to securing the ACT health directorate's ICT systems, which are used across the territory in the delivery of healthcare.

The Digital Solutions Division is 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 is responsible for:

The implementation and support of the Digital Health Strategy

Management of technology services and projects

Management of the relationship and services delivery by technology vendors

Development, implementation and maintenance of technology policies and procedures.

Ensuring information security

Information management

Protective security

You will join the directorate at a time of tremendous change and opportunity, with ACT Health undertaking delivery a new Digital Health Record (DHR) as part of its Digital Health Strategy. As a successful applicant, you will directly shape the delivery of DHR and in the process contribute to the delivery of one of the most significant programs of work that has been undertaken by the ACT Government.

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.

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 two referees, one of whom is your current manager.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Hakan Gultekin (02) 5124 9062 Hakan.Gultekin@act.gov.au

Mental Health & Suicide Prevention Division

Deputy Coordinator-General

Executive Level 2.3 \$336,019 - \$349,479 depending on current superannuation arrangements, Canberra (PN: E1345)

Gazetted: 11 October 2023

Closing Date: 25 October 2023

Details: Pursue your dream job in a world-class city that suits your lifestyle. Our work in the ACT Public Service directly serves the needs of the Canberra community and when you work with us you will see the impact that we have on the lives of Canberrans every day.

The ACT Public Service is an inclusive and welcoming employer. We're big enough to give you career variety, but small enough that you'll get to know your colleagues.

ACTHD will consider flexible working conditions.

The Deputy Coordinator-General will be responsible for the oversight of all aspects of the Mental Health and Suicide Prevention Divisional functions and priorities on behalf of the Coordinator-General. The role will oversee

the Executive Branch Manager and will provide exceptional leadership to the directorate, the division and to the mental health sector.

You will be responsible for building and maintaining strategic relationships with a wide range of internal and external stakeholders, leading change and innovation to enable improved mental health outcomes for the Canberra community.

We are looking for a collaborative leader who can deliver positive outcomes, with the ability to work cooperatively with key government and non-government stakeholders, the ability to apply sound judgement and a high level of integrity. The successful applicant will model our values of respect, integrity, collaboration and innovation.

Remuneration: The position attracts a remuneration package ranging from \$336,019 - \$349,479 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$299,120.

Contract: The successful applicant will be placed on a short-term contract for 12 months.

How to apply: *Applications should be submitted via the Apply Now button below.*

Contact Officer: Elizabeth Moore 02 5124 9273 OfficeforMHW@act.gov.au

Canberra Health Services

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

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

Brindabella Day and Ambulatory Rehab Service- Post Covid Recovery Clinic

Exercise Physiologist (HPO2) - Post Covid Recovery Clinic

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 63171 - 02E0F)

Gazetted: 10 October 2023

Closing Date: 31 October 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

This is an exciting opportunity for an HP2 Exercise Physiologist to join the Brindabella Day and Ambulatory Rehab Service at UCH temporarily to work as part of the Post Covid Recovery Clinic (PCRC). The PCRC is a novel and exciting service with close links to a number of research projects led by the University of Canberra. Exercise Physiology plays a vital role in the clinic, with a focus on empowering clients to increase their physical activity through health coaching and a combination of one on one and group interventions. This position is temporary at this stage due to temporary funding for the rest of this financial year for the post covid recovery clinic.

Part time applications will be considered.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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](#).

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

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

Contact Officer: Megan Sullivan (02) 5124 0079 megan.sullivan@act.gov.au

Procurement & Supplies

Director, Procurement & Supply

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 54980, several - 02DQI)

Gazetted: 05 October 2023

Closing Date: 18 October 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience, and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals.

The Chief Financial Officer Division is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO Division is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the CFO Division include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Health Information Unit and Procurement & Supply. The Procurement & Supply Relief SOGB temporary roles within our organisation report to the Senior Director who leads the Procurement and Supply Branch within FBI. The roles have responsibility for the delivery of procurement support services for CHS including governance, compliance, policy, leadership, project and change management, inventory catalogue and contract management, goods and services purchasing, reporting and analysis.

As part of the Procurement & Supply Branch Management team, the role will ensure that:

supply chain activities are consistently managed across the organisation.

compliance with all relevant legislation is achieved.

best practice procurement processes are implemented.

value for money is achieved for CHS.

We are seeking supply chain professionals with strong customer centric approaches to their practice. You will be familiar with supply chain principles and enjoy working in partnership with others. The successful candidates will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences, engendering trust in your leadership with both clients and team members.

In addition to supply chain management skills, we are looking to develop skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project and change management, communication, negotiation, written and representation skills. We are continually updating and improving our systems, knowledge, and processes, and want staff who can adapt and lead others in a dynamic environment.

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience, and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals. It is important that you can balance and deliver a program that has competing priorities and limited resources.

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

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

Undergo a pre-employment National Police Check.

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](#).

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Contact Officer: Andrew Murphy (02) 5124 4385 andrew.p.murphy@act.gov.au

North Canberra Hospital

Allied Health and Palliative Care

Director Dietetics and Nutrition - Health Professional Level 4

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: LP8443 - 02E3Q)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

What can we offer you:

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

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

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

About the Hospital:

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

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

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

About the Role:

The North Canberra Hospital (NCH) Dietetics and Nutrition service is a contemporary evidence based service, providing high quality inpatient care. The service provides assessment and intervention relating to nutritional support for patients across a range of ages. Patients vary in their medical conditions and may include people with general medical conditions, orthopaedic conditions, complex medical conditions and frail aged.

We pride ourselves on our continual drive for high quality patient care. The Dietetics and Nutrition manager is responsible for overseeing and achieving efficient and effective patient centred services. You will provide clinical leadership, management of and guidance to the discipline workforce, as well as provide oversight and apply quality improvement processes to the service provided 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 NCH Allied Health leadership team. You will be required to oversight professional development and supervision, promote and participate in quality improvement and research initiatives, manage credentialing and regulation compliance and contribute to team processes.

This leadership role is a great opportunity for an experienced leader of Nutrition and Dietetics services to step into and make their own or a senior clinician to stretch themselves and explore their passion for health service management.

Under limited direction of the Executive Director of Allied Health and Palliative Care, you will:

Perform novel, complex, critical work at a high level of expertise

Promote positive client outcomes through the provision of high quality Nutrition services and health promotion activities in and across designated areas or units as part of a multidisciplinary team

Provide specialist clinical expertise and intervention in Nutrition services in a range of clinical areas

Provide professional supervision and leadership to staff within the Nutrition department

Provide leadership for, and contribute to, policy development, planning and clinical standards for the professional field in consultation with management

Contribute to the evaluation of relevant client services

Promote professional research and contribute to advances within the profession

Complete clinical and administrative data collection and evaluation (as required)

Actively engage, consult and liaise with internal and external agencies/departments, stakeholders and contractors to optimise work practices and service delivery.

Actively support teaching and training activities within Nutrition in collaboration with Universities and across hospital teaching and education programs

Take reasonable care of your own health and safety and the health and safety of others in the workplace;

Comply with relevant NCH and CHS policies, procedures, work instructions and requests;

Report to your supervisor any incident or unsafe conditions which come to your attention;

What you require:

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

Your statement of claims against the selection criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviors that underpin them.

Proven ability to provide innovative and creative leadership and manage financial, physical and human resources within an acute and/or sub-acute health care team.

Extensive clinical experience, including provision of patient centered services in an acute and/or sub-acute health care setting that meet quality and safety standards.

Demonstrated ability to provide professional supervision, support and facilitation of professional development for team members.

Demonstrated ability to contribute to development of operating procedures, strategic direction and provide professional representation in a changing environment

Demonstrate a commitment to work, health and safety (WH&S) and the positive patient experience and displays behaviour consistent with CHS's values of Respectful, Reliable, Progressive and Kind.

Position Requirements / Qualifications

Mandatory

Undergraduate degree in Science plus Post Graduate Diploma in Nutrition & Dietetics or equivalent qualification

Eligible to hold the Accredited Practising Dietitian credential

Broad experience and demonstrated high level ability in Nutrition service delivery and knowledge of contemporary professional practice.

Current Drivers Licence

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Todd Kaye (02) 6201 6300 todd.kaye@calvary-act.com.au

North Canberra Hospital

Women and Children

North Canberra Hospital Maternity Clinical Midwife Consultant for Birthing, antenatal and Parent Ed Registered Midwife Level 3.2 \$130,846, Canberra (PN: LP9083 - 02E43)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

What can we offer you:

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

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

About the Role:

The Women's and Children's Division within North Canberra Hospital provides Maternity, Neonatal & Gynaecology services to women and their families in the ACT. These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care. Care is provided by a multidisciplinary team including a Midwifery and Nursing Team, Medical staff, and Allied Health.

The Clinical Midwife Consultant Birth Suite, Antenatal Clinic, Maternity Assessment Area and Parent Education has the professional and operational responsibility and accountability to provide leadership and be responsible for the co-ordination of high standard clinical care activities within Birth Suite, Antenatal Clinic, Maternity Assessment Area and Parent Education Program.

Under limited direction of the Assistant Director of Midwifery you will perform the leadership role of the Birth suite, Antenatal Clinic and Parent Education service. You will:

Utilise effective team building techniques to support and promote working relationships across the multidisciplinary team within the Women's and Children's Division.

Evaluate midwifery practice through a program of performance review, performance management, and identification of staff development needs

Encourage and support midwifery staff to engage with further education to enhance their midwifery skills and knowledge.

Take responsibility for promoting the application of risk management and clinical and corporate governance principles as they relate to the Maternity Unit's practices. Ensuring risks are managed appropriately through action plans. Assisting with the establishment of the Maternity Unit risk register; developing risk management action plans; monitoring, evaluation and reporting of outcomes.

Develop and implement change management strategies as required to develop and maintain a contemporary maternity service in line with strategic services initiatives.

Ensure the development/review of clinical procedure and policy relating to clinical practice within the maternity unit.

Develop and manage human, financial, and capital resources to provide quality cost effective maternity care, including operating within the established budgets.

Utilise appropriate tools as available to engage consumers accessing the NCH maternity Services in providing feedback to enhance service performance and develop service improvement initiatives.

What you require:

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

Significant recent experience as a Midwife demonstrating competence in advanced midwifery practice, incorporating a risk management approach whilst working within the professional legislation and existing policies and procedures.

Demonstrated experience in leading a specialised clinical team.

Well-developed communication skills.

Demonstrated commitment to ongoing learning and professional development of self and others

Demonstrated high level negotiation skills, problem solving and delegations skills, and the ability to liaise effectively with multi-disciplinary team members.

Demonstrated commitment to, and understanding of, principles of quality management, midwifery practice review, policy development and research.

A sound understanding of The National safety and Quality Health Services (NSQHS) Standards 2nd Edition.

Familiarity with collection, analysis and reporting of clinical indicators.

Well-developed computer and information technology skills

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

Position Requirements / Qualifications

Mandatory

Unconditional Registration or eligibility to register with Australian Health Practitioners Registration Authority (AHPRA) as a Midwife

Current unrestricted Driver's licence

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

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

Desirable

Post graduate qualifications in midwifery, management, health service management, business administration or working towards

Well-developed, relevant, management experience including conceptual and analytical skills relating to financial, human resource management and reporting

Demonstrated commitment to, and understanding of, the principles of quality management, midwifery practice review, policy development and research

Demonstrated leadership qualities, behaviour and attitude to professional standards that reflect an understanding of commitment to the organisation's values

Demonstrated ability to lead change within the organisation

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Liz Bishop 0418 796 539 Elizabeth.Bishop@calvary-act.com.au

North Canberra Hospital

P&C, WHS & Volunteer Services

Undergraduate Facilitator - Registered Nurse level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: LP9993 - 02E55)

Gazetted: 06 October 2023

Closing Date: 27 October 2023

What can we offer you:

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

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

About the Hospital:

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

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

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

About the Role:

Level 2 Registered Nurses (RN2) form a key part of direct patient care and lay the foundation of clinical leadership throughout CHS. This entails advance knowledge in the field of practice, appropriate skills and experience of team leadership. At CPHB, the role of RN2 encompasses four key areas: clinical, management, education and research. RN2 is expected to excel in all four categories.

The RN2 plays a vital role in ensuring that services meet National Health and Quality Standards, improved staff performance and delivery of high quality evidence-based patient care.

The Undergraduate Facilitator will be working within the Learning and Development Team to coordinate, facilitate and support the undergraduate nursing students throughout the year. The Facilitators will be required to orientate, observe, assess and provide feedback to the Undergraduate Nurses and their Education Providers during clinical placements at Calvary Public Hospital Bruce. The Undergraduate Facilitator is required to possess a broad range of skills and knowledge that allows them to facilitate clinical placements throughout the hospital.

Under limited direction of the Executive Director of Nursing and Midwifery you will perform your role within the Learning and Development team and the wider Nursing and Midwifery Service to facilitate and support Undergraduate nurses.

Develop and maintain strong rapport with stakeholders.

To represent the organisation in a positive and responsive manner in all dealings/contacts with internal and external stakeholders.

Liaise appropriately with the education providers involved with the facilitation model.

Participate in the development and delivery of policies, procedures and auditing.

Contribute to all, and manage a specific portfolio of work related to the National Quality in Health Standards clinical standards.

Participate in quality improvement by undertaking either clinical research, quality improvement or procedure development that adds value to NCH

Encourage and facilitate the implementation of new evidence-based practice to deliver a high quality service

Acts as a clinical education resource and clinical support for other nursing staff.

Continuously promote and support nursing best practice and education to other staff, patients, and their families.

Participate in team activities that create opportunities to improve patient care and student experience

Continually assess effectiveness of care delivery (self and team) through self and peer review, benchmarking and formal evaluation.

Take responsibility for own professional development.

Carry out regular review of staff and conduct performance appraisal.

Practice in accordance with CHS, NCH & ACT Public Service standards, policies and procedures, the Position description, Code of Conduct and Enterprise Agreement.

What you require:

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

A completed Post Graduate Certificate and/or working toward Master's degree in clinical education or nursing or willingness to commence

Certificate IV TAE40116/or equivalent or working towards.

Experience in the provision, supervision, mentoring and developing coaching strategies to support Undergraduate Nurses.

Demonstrates ability to work alongside key stakeholders and advocate for the needs of the Undergraduate Nurses.

Demonstrated ability to assess competence and provide constructive feedback.

Able to formulate and implement learning and action plans for Undergraduate Nurses alongside CNC's, Managers and education provider staff.

Demonstrates ability to identify and coordinate a range of learning opportunities for Undergraduate Nurses.

Demonstrates evidence of advanced clinical knowledge and problem solving skills

Demonstrated ability to communicate effectively and appropriately (orally, non-verbally and in writing) in a diverse range of situations.

Demonstrated commitment to ongoing professional development of self and others

Demonstrated commitment to clinical research, quality improvement or procedure development and implementation.

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

Position Requirements / Qualifications

Mandatory

Registered as a Registered Nurse (Division 1) with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum of 3 years post graduate experience

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Judy Ryall (02) 6201 6594 Judy.Ryall@calvary-act.com.au

North Canberra Hospital

Women & Children

North Canberra Hospital Clinical Development Midwife

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: LP7933 - 02E4H)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

Details: What can we offer you:

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

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

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

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

About the Role: The Clinical Development Midwife (CDM) will act as a clinical resource and role model for staff. The CDM will have advanced practice knowledge in the full scope of midwifery care and the appropriate experience to provide clinical leadership and work in a collaborative multidisciplinary team.

The CDM will be a mentor, clinical education resource and support for new and less experienced team members in the antenatal clinic, birth suite and post-natal ward. The role includes development of Performance Development Plans for Level 1 RMs with support for them to achieve their learning plan.

The CDM will take responsibility for their own professional development.

Under limited direction of the Maternity Educator you will ;

Works as a clinical team leader.

Provide support and supervision to new employees, new graduate midwives and students working in the Maternity Unit.

Provide leadership in clinical policy development, clinical auditing and portfolio development.

Communicate positively with families, members of the public, public stakeholders, executive, management and staff.

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

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

Demonstrated evidence of clinical knowledge and problem solving skills at an advanced level in midwifery care, including neonatal care.

Demonstrated clinical leadership skills and ability to practice and influence others within a professional and ethical framework that reflects the values of the organisation.

Demonstrated commitment to ongoing professional development of self and others.

Demonstrated commitment to clinical research, quality improvement and procedure development and implementation.

Demonstrated high level of interpersonal and communication skills.

Demonstrated knowledge of appropriate legislation that relates to the position i.e. WHS legislation, EEO legislation.

Demonstrated computer literacy skills.

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

Position Requirements / Qualifications

Mandatory

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

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

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

Desirable

Holds, or working towards, post graduate qualifications in midwifery, education or human lactation

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Elizabeth Bishop 0418796539 Elizabeth.Bishop@calvary-act.com.au

CHS Finance and Business Intelligence

FBI Operations

Revenue and Financial Services Unit

VMO Admin Support Officer - Administrative Service Officer 4 - Revenue and Financial Services

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 43234 - 02E2V)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

Revenue and Hospital Financial Services encompasses several areas including VMO auditing, Private Practice and Medical Expenses Administration, management of the Interstate Patient Travel Assistance Scheme (IPTAS) and other associated payments to Medical Specialists. The unit reports through to the CHS Chief Finance Officer (CFO). This position will support the VMO audit officer and primarily provide back up for the Interstate Patient Travel Assistance Scheme officer. Using DHR and clinical records to audit claims & invoices from Visiting Medical Officers (VMO) to ensure accuracy and compliance. Using the Purchasing System (PICS) to receipt payments to be made to the VMO and to send to Shared Services for payment. Calculate and prepare the quarterly superannuation payments for the VMO's.

This is a temporary position for three - six months with the possibility of extension.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Rebecca Quinn (02) 5124 9904 rebecca.quinn@act.gov.au

Surgical Bookings**Surgical Bookings Clerk - Administrative Service Officer 4 - Surgical Bookings**

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 23756 - 02DUP)

Gazetted: 09 October 2023

Closing Date: 20 October 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

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

About the Role:

Surgical Booking Clerks provide administrative support and liaise with staff and consumers to maintain the Elective Surgery Waiting List (ESWL) for the Canberra Hospital and co-ordinate theatre bookings and associated equipment requirements for elective surgery.

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

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

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

Undergo a pre-employment National Police Check.

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

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](#).

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

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities. Contact Officer: Tonia Sydney (02) 5124 6498 Tonia.Sydney@act.gov.au

Canberra Health Services

Infection Prevention & Control Unit

Infection Prevention Control Unit - Registered Nurse Level 3.1

Registered Nurse Level 3.1 \$115,743 - \$120,506 , Canberra (PN: 60262 - 02DT3)

Gazetted: 09 October 2023

Closing Date: 19 October 2023

Details: What can we offer you:

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

About the Role:

Are you motivated, experienced in Infection Prevention, and ready for your next challenge? Then we are looking for you!

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

The Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the infectious diseases and microbiology medical staff to minimise infection risks for patients, health care workers, and the public. The unit strives for excellence in achieving this aim through ongoing programs including staff education, policy development and review, and surveillance of hospital-acquired infections; key input in location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

A new and exciting role has been created to provide advice and support to the Canberra Hospital Campus Modernisation Program and other health-related infrastructure projects at CHS.

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

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

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

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.

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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Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

Contact Officer: Leanne Muir (02) 5124 3695 leanne.muir@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community mental Health Services

Nurse Level 2 - Registered - Adult Community Mental Health Services

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 26407 - 02E4E)

Gazetted: 09 October 2023

Closing Date: 20 October 2023

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

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

About the Role:

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip, and Belconnen Community Health Centres. This position will be based at City Community Health Centre.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers, and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the MoC will allow greater opportunity for clinicians to deliver discipline specific interventions, with caseloads reflecting strengths-based models of care.

The position reports to a Team Leader who is on site in the health centre. The position is supported by a cohesive multidisciplinary team, including other Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists and Allied Health Assistants.

This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

This position may be appointed using written application alone without interview.

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

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

Undergo a pre-employment National Police Check.

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

Hold a current driver's licence.

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

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

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

Contact Officer: Brad O'Donnell (02) 5124 1975 Brad.ODonnell@act.gov.au

Clinical Services**Cancer and Ambulatory Services****Cancer Services****Administration Manager - Administrative Service Officer 5 - Cancer & Ambulatory Services****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 12647 - 02DVP)**

Gazetted: 05 October 2023

Closing Date: 18 October 2023

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

The 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 Manager is responsible for coordinating the workload and administration staff for a department in the Canberra Region Cancer Centre providing support to people accessing cancer services.

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Caroline McIntyre (02) 5124 8536 Caroline.McIntyre@act.gov.au

Clare Holland House**Administrative Service Officer 3 - Clare Holland House****Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 600367, several - 02E4Q)**

Gazetted: 09 October 2023

Closing Date: 20 October 2023

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

Department Overview:

Clare Holland House is the location for Specialist Palliative Care Services in the ACT. It has an inpatient facility as well as a community team operating from this site. Clare Holland House also has Specialist outpatient appointments each day. These are offered as both face to face and Telemedicine.

Our palliative care services are tailored to each patient and are delivered by our team of Doctors, Nurses, Physiotherapists, Social Workers and Pastoral Care professionals. We focus on supporting patients and families who are dealing with a life limiting illness. Our goal is to help patients achieve dignity, comfort and maximise the quality of life as they progress into end of life.

Under general direction of the Office Manager you will perform you will:

Reception and switchboard management.

Manage the patient's bookings and reception during planned and unplanned outpatient clinic appointments.

Process and maintain patient record data within the patient management system (ACTPAS).

Process and maintain patient demographic detail and correspondence within the electronic medical record

Complete admission interviews with patients and families.

Ward clerk duties as required by the inpatient unit and the Community Specialist Palliative Care Team.

Provide assistance as required in relation to receipting and banking donations.

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

What you require:

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

Demonstrated ability to provide a high level of customer service skills including customer liaison, interpersonal skills and dealing with people with heightened emotions.

Demonstrated clerical skills with proficient keyboard skills and attention in managing patient record data within a patient management system (ACTPAS), electronic medical records or other similar system.

Demonstrated ability in following protocols including in accounts management, invoicing, receipting and reconciliation of public money.

Demonstrated ability to manage competing priorities.

Demonstrated knowledge of the importance of confidentiality and discretion and a commitment to its application at Clare Holland House.

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

Position Requirements / Qualifications

Mandatory

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

Desirable

Demonstrated ability to provide a high level of customer service skills including customer liaison, interpersonal skills and dealing with people with heightened emotions.

Demonstrated clerical skills with proficient keyboard skills and attention in managing patient record data within a patient management system (ACTPAS), electronic medical records or other similar system.

Demonstrated ability in following protocols including in accounts management, invoicing, receipting and reconciliation of public money.

Demonstrated ability to manage competing priorities.

Demonstrated knowledge of the importance of confidentiality and discretion and a commitment to its application at Clare Holland House.

Demonstrated ability to contribute effectively in a multi-disciplinary environment.

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

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

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

Undergo a pre-employment National Police Check.

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

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.

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

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.
Contact Officer: Amanda Keogh (02) 6264 7320 Amanda.Keogh@calvary-act.com.au

CHS Clinical Services

Cancer and Ambulatory Services

Cancer Services

Radiographer (MI3) - BreastScreen ACT

Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: 61334 - 02DYJ)

Gazetted: 11 October 2023

Closing Date: 24 October 2023

Details: What can we offer you:

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

About the Role:

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to ACT resident women over 40 years. The target age group being women aged between 50 and 74 years. BreastScreen ACT provides screening at three sites located at the Canberra City, Phillip and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. As a Radiographer, you will perform routine mammographic screening along with the opportunity to become involved in assessment procedures. You will need to exercise independent judgement to perform routine screening mammograms in a digital environment. We would love to have you join a great team in a dynamic workplace environment.

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

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

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

Note: This position is part-time at 22.05 hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Melissa Ferguson (02) 5124 1829 melissa.ferguson@act.gov.au

CHS Finance and Business Intelligence

FBI Operations

Procurement & Supplies

Supply Operations Specialist - Health Services Officer Level 10 - Procurement and Supply

Health Service Officer Level 10 \$91,315 - \$104,509, Canberra (PN: 63091 - 02E1G)

Gazetted: 10 October 2023

Closing Date: 26 October 2023

What can we offer you:

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

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

About the Role:

Supply Operations Specialist, Supply Operations (HSO10) is a critical role within our organisation that reports to the Assistant Director, Supply Operations under the Director Supply Operations who reports to the Senior Director

(Infrastructure Manager/ Specialist 3), who leads the Procurement and Supply Branch within Chief Financial Officer (CFO) Division.

The role has responsibility for the coordination and delivery of supply chain services for CHS including project management, compliance, reporting and analysis.

As part of the Procurement & Supply Branch senior officers' team, the role will ensure that:

Supply Operational activities are consistently managed across the organisation.

Compliance with all relevant legislation is achieved.

Best practice supply chain processes are implemented.

Value for money is achieved for CHS.

We are seeking a Health Services Officer with a strong customer centric approach to their practice. You will provide advice and support to stakeholders to deliver operational efficiencies, quality assurance and compliance to safe work practices, governance, and legislation. procurement processes. The Supply Operations Specialist will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Rita Wood 0428 026 411 Rita.wood@act.gov.au

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Food and Sterilising Services

Operations Officer - Health Service Officer Level 2/3 - Food Services

Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992), Canberra (PN: 06818 - 02E1X)

Gazetted: 10 October 2023

Closing Date: 26 October 2023

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

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

About the Role:

Applications are sought from enthusiastic and motivated individuals to fill casual HSO-2/3 positions at the within the Patients Services section of the Food Services Department at the Canberra Hospital.

These positions are casual on call and would be required to fill day, evening and weekend positions.

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Intensive Care Unit

Registered Nurse level 1 - Intensive Care Unit

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: LP8016, several - 02E2F)

Gazetted: 11 October 2023

Closing Date: 11 October 2024

Details: What can we offer you:

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

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

About the Hospital:

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

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

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

About the Role:

The Registered Nurse within the Intensive Care Unit is responsible for and will provide advanced clinical assessment; develop, implement and evaluate patient-centred care plans in collaboration with the patient and their family; and liaise closely with members of the multidisciplinary team. This role requires the applicant to have Critical Care skills and knowledge and be involved in National Standards as well as a commitment to ongoing Professional Development.

Under limited direction of the clinical nurse consultant you will deliver high quality, evidence based, patient centred care, to our critically ill patients and their families. You will:

Provide direct patient care, utilising the nursing process while working within the prescribed legislation.

Provide direction, support and education of new and less experienced staff and students.

Provide patient information and education throughout the continuum of care.

Use computerised patient information and other PC based systems to obtain patient and other general information.

Take responsibility for own continuing professional development, competency assessment and appraisal.

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

What you require:

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

Demonstrated clinical proficiency in critical care nursing practice, including exercising initiative and professional judgement, in assessing, negotiating, delivering and evaluating coordinated and compassionate care.

Demonstrated effective interpersonal skills and the ability to communicate with patients, family members and other members of the interdisciplinary health care team.

Demonstrated ability to mentor and precept new and/or less experience staff.

Evidence of commitment to maintaining ongoing professional development through participation in education and training activities relevant to clinical practice.

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

Position Requirements / Qualifications

Mandatory

Previous ICU/HDU/CCU experience

Registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA)

Able to work a full rotating roster

Demonstrated ability to deliver quality nursing care in accordance with the ANMC National Competency Standards for a Registered Nurse

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

Desirable

Hold a current ALS qualification

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

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

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

Undergo a pre-employment National Police Check.

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

Note: There are Temporary, Permanent, Casual, Full and Part time positions available.

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.

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

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

Contact Officer: Rose Schmidt (02) 6207 9000 Rose.Schmidt@calvary-act.com.au

Clinical Services

Women, Youth and Children's Health

Women, Youth and Children Community Health Programs

Trainer, Enhanced Child Health Services Training Team - Health Professional Level 3

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46880, several - 02DWX)

Gazetted: 11 October 2023

Closing Date: 26 October 2023

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

Women, Youth and Children Community Health Programs (WYCCHP) delivers a range of health care community-based services to women, children, young people, and families. These services include support, education, and information; counselling, assessment, and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Enhanced Health Services (EHS) within WYCCHP include the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

Training Team, Enhanced Child Health Service

The Training Team are responsible for the development and delivery of training for CHS staff, stakeholders, and consumers. All CHS staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection and family violence. This team develops, provides, and evaluates all mandatory child protection and Strengthening Health Responses to Family Violence (SHRFV) training for CHS. This includes information around roles and responsibilities according to legislation and policies.

Working within the Training Team, the Trainer is responsible for the development and co-delivery of evidenced based learning to the CHS workforce. This is a rewarding and exciting role positioned in a team of specialist trainers within ECHS. The position provides the opportunity to enhance skills in the translations of practice knowledge through the delivery of quality training to a broad range of health professionals. For more information regarding the position duties click here for the *Position Description*.

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

Undergo a pre-employment National Police Check.

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

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

Note: This is a temporary position available up to June 2024 with the possibility of permanency.

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

Contact Officer: Ursula Hawkins (02) 5124 2712 Ursula.Hawkins@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Occupational Therapist - Health Professional Officer Level 3 - Allied Health Adult Inpatients

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40206 - 02E2Z)

Gazetted: 11 October 2023

Closing Date: 27 October 2023

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

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 Acute Mental Health Services 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. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability.

MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the HP3 Occupational Therapist position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people. 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 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally and clinically to the Allied Health Manager and Allied Health Clinical Lead of AMHU/MHSSU/12B respectively. Professional governance of this position will come from the Discipline Principal Occupational Therapy (MHJHADS).

This is a full-time position working Monday to Friday within the Allied Health 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 Allied Health 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 Adult Mental Health Inpatient facilities.

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

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: David Warren (02) 5124 5401 david.warren@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Clinical Lead Health Professional Level 4 - Adult Acute Mental Health Services

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 52987 - 02E37)

Gazetted: 11 October 2023

Closing Date: 27 October 2023

What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

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

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

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: David Warren (02) 5124 5401 david.warren@act.gov.au

Intensive Care Unit

Registered Nurse Level 1 - Intensive Care Unit Foundations Program

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 34120 - 02DXY)

Gazetted: 11 October 2023

Closing Date: 26 October 2023

Details: What can we offer you:

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

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

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

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

About the Role:

An exciting and rewarding opportunity exists with the Intensive Care Unit Foundations Program for nurses looking to expand and develop their skills in a critical care environment! We are looking for Registered Nurses to commence in February and March 2024.

CHS is a growing tertiary hospital that cares for patients with a wide variety of health needs. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for the community within Canberra and surrounding regions.

The Canberra Hospital offers its' employees the opportunity to work with the latest technology and facilities, with the new Critical Services Building due for completion in 2024.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kayla Bezuidenhout (02) 5124 2756 Kayla.bezuidenhout@act.gov.au

CHS Clinical Services

Medicine

Cardiology

Cardiac Scientist/Physiologist (HPO 2) - Cardiology

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 21978 - 02DJ1)

Gazetted: 11 October 2023

Closing Date: 31 October 2023

Details:

What can we offer you:

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

About the Role:

An exciting opportunity exists for a cardiac scientist to become a part of the allied health team. This position requires knowledge and competency to work autonomously to conduct routine, and assist in complex, cardiac physiology diagnostic investigations and therapeutic interventions according to procedures and published standards. The role includes supporting the operational and quality management requirements of the service with the provision to educate and train staff and students. The role requires participation in and contribution to continual professional development of the cardiac scientist group. For more information regarding the position duties click here for the [*Position Description*](#).

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

Undergo a pre-employment National Police Check.

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

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

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: Leah Giles (020 5124 2692 Leah.Giles@act.gov.au)

CHS Chief Executive Officer

CHS Medical Services

Executive Director of Medical Services

Executive Assistant - Administrative Service Officer Level 5 - Medical Services

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 19513 - 02DY6)

Gazetted: 11 October 2023

Closing Date: 26 October 2023

Details: What can we offer you:

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

About the Role:

Experienced administrative assistants or candidates with sound office management and communications skills are sought to play a key role in supporting the Executive Director of Medical Services as an Executive Assistant (EA). The EA has the support of a close-knit Executive Office team and will be responsible for providing a wide range of support and coordination to the executive and their teams. This support includes diary management and meeting support, documentation coordination and secretariat support as well as liaison with other executive offices, team members and consumers.

Within CHS, the Medical Services Group includes the following Units:

- ACT Blood Counts Program
- General Practitioner Liaison Unit
- Healthcare Technology Management
- Library and Multimedia
- Medical Imaging
- Medical Officer Support, Credentialing, Employment and Training
- Pharmacy

The Executive Assistant (EA) is a key role in the support team for executives across CHS. Under direction of the Executive Director of Medical Services (EDMS), the EA is responsible for providing a wide range of support and coordination to the executive and their teams, including diary management and meeting support, documentation coordination and secretariat support as well as liaison with other executive offices, team members and consumers.

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Melanie Taylor (02) 5124 2009 melaniep.taylor@act.gov.au

Psychiatric**Registered Nurse Level 2 - Mental Health Division****Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: LP8362 - 02E6A)**

Gazetted: 11 October 2023

Closing Date: 3 November 2023

What can we offer you:

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

Competitive pay rates and excellent working conditions within a tertiary hospital

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

Flexible working conditions

11.5% Superannuation

About the Hospital:

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

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

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

About the Role:

This is a full-time position working a rotating shift roster, including morning, evening, and night shifts across both Banksia and Acacia.

Under limited direction of the Clinical Nurse Consultant, you will:

Provide leadership in the provision of high-level person-centred care to people with complex mental health needs consistent with the National Mental Health Standards and Mental Health Nursing Standards.

Provide clinical nursing expertise and apply specific skills in support of the multidisciplinary team process and liaise with multidisciplinary community teams, General Practitioners, carers, and other agencies.

Actively apply recovery-based intervention principles.

Undertake as an active team member the monitoring and evaluation of initiatives to improve the quality of care provided to consumers, and ensure support and supervision are provided to student nurses and student enrolled nurses.

Undertake clinical supervision and professional development activities and participate in clinical governance systems and processes through quality activities, care evaluation, outcomes measurement and membership of committees and working parties.

Work within the requirements of the Mental Health Act 2015 and other relevant legislation.

Provide clinical nursing leadership and be responsible for staff and consumers when in charge of a shift.

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

What you require:

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

Proven competency and commitment in the provision of evidence-informed mental health care to people during the acute phase of their illness; and to actively encourage them to participate in their care using a recovery-oriented approach in line with National Standards for Mental Health Services, national mental health priorities and contemporary models for mental health service delivery.

Proven leadership skills with the ability to delegate, develop and provide direction for staff whilst working within professional legislation.

Demonstrated ability to communicate effectively and appropriately (orally, non-verbally and in writing), in a diverse range of situations including negotiation and consultation using consistent and transparent processes and working within a multidisciplinary team both internal and external to the service.

Demonstrated knowledge of contemporary trends and issues related to mental health practice with proven evidence of commitment to clinical supervision, professional development, and active participation to quality improvement and education that promote evidence-based mental health practice and improved health outcomes.

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

Position Requirements / Qualifications

Mandatory

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

Minimum of two years' recent experience working as a Registered Nurse.

The successful applicant will need to be available to work on a seven day a week roster filling morning, evening, and night shifts.

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

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

Desirable

Minimum of 2 years' recent experience working as a Registered Nurse in an acute mental health facility

Hold or be working toward Post Graduate qualification in mental health nursing.

Clinical leadership experience

Current driver's licence

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Leigh Thompson 02 6201 6806 Leigh.Thompson@calvary-act.com.au

Maternity**North Canberra Hospital Maternity Clinical Flow Manager**

Registered Midwife Level 3.1 \$115,743 - \$120,506, Canberra (PN: 600856 - 02E3Z)

Gazetted: 09 October 2023

Closing Date: 20 October 2023

Details: About the Role:

The Women and Children Division within North Canberra Hospital provides Maternity, Neonatal & Gynaecology services to women and their families in the ACT. These services include antenatal, intrapartum and postnatal care; gynaecology care; neonatal special care nursery support and domiciliary care. Care is provided by a multidisciplinary team including a Midwifery and Nursing Team, Medical staff, and Allied Health.

ABOUT YOU

The Maternity Clinical Flow Manager, Registered Midwife level 3.1 will coordinate the flow of women within the Maternity Service and ensure appropriate staffing on a day to day basis. The Midwife will have advanced practice knowledge and highly developed clinical leadership and critical thinking skills. Coordinating the flow of women from admission to the unit across the pregnancy continuum to discharge to Midcall this role liaises with the Clinical Midwife Consultants and team leaders of all clinical areas within Maternity Services. Collaboration with the multidisciplinary team is a vital function of this role.

What you require:

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

Significant recent experience as a Midwife demonstrating competence in advanced midwifery practice, incorporating a risk management approach whilst working within the professional legislation and existing policies and procedures

Practice in accordance with NCH and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.

Embrace contemporary practices and research and ensure the delivery of services to the highest professional standards,

Coordinate patient flow throughout the Maternity Department to effect timely, appropriate admission and discharge

Provide leadership to support staff to consistently deliver services of a high quality that aim to deliver individual excellence and compassion in the patient and client experience, and

Ensure active participation in quality improvement activities and take a leadership role in promoting service excellence through benchmarking and best practice.

Well-developed communication skills

Demonstrated commitment to ongoing learning and professional development of self and others

Demonstrated high level negotiation skills, problem solving and delegations skills, and the ability to liaise effectively with multi-disciplinary team members

Well-developed computer and information technology skills

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

Position Requirements / Qualifications

Mandatory

Unconditional Registration or eligibility to register with Australian Health Practitioners Registration Authority (AHPRA) as a Midwife

Current unrestricted Driver's licence

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

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

Desirable

Post graduate qualifications in midwifery, management, health service management, business administration or working towards

Well-developed, relevant, management experience including conceptual and analytical skills relating to financial, human resource management and reporting

Demonstrated commitment to, and understanding of, the principles of quality management, midwifery practice review, policy development and research

Demonstrated leadership qualities, behaviour and attitude to professional standards that reflect an understanding of commitment to the organisation's values

Demonstrated ability to lead change within the organisation

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

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

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

Undergo a pre-employment National Police Check.

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

Note: This position is part-time at (20) hours per week and the full-time salary noted above will be pro-rata.

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.

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

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

Contact Officer: Elizabeth Bishop 02 6201 6111 Elizabeth.Bishop@calvary-act.com.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

Strategic Finance and Transformation

Facilities

Caretaker, Facilities

General Service Officer Level 3 \$56,173 - \$58,199, Canberra (PN: 54164, several)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

Details: Canberra Institute of Technology (CIT) is seeking applications for two positions of Caretaker, Facilities located at either the Fyshwick or Reid Campus.

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

We are looking for a confident individual to manage the afternoon and evening shift. Core responsibilities are overseeing afternoon trade works, issuing and receiving facility access keys, responding to facility related requests, locking buildings, and setting alarms at the end of the shift. Expected working hours are between 2:30pm and 10:30pm each weekday and Saturday shifts are resourced on a rotating basis. While this position is predominately located at a single location you may be required to provide support across other campuses.

The successful candidate will demonstrate experience in customer facing functions and be passionate in applying facilities services that put the customer first. You will demonstrate a strong ability to build professional relationships, communicate effectively with a highly diverse community and be a respected member of the Facilities Team. This position will also hold key responsibilities as fire warden and first aid officer as well as participate in and contribute to emergency management exercises.

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:

Essential: Hold a current drivers' licence.

Highly Desirable: Knowledge of facilities management, First Aid Certificate, Emergency Warden Training.

Notes: This is a temporary position available from 6 November 2023 until 5 November 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: William Munoz (02) 6207 3540 William.Munoz@cit.edu.au

Strategic Finance & Transformation

Executive Officer

Senior Officer Grade A \$160,541, Canberra (PN: 62613)

Gazetted: 05 October 2023

Closing Date: 19 October 2023

Details: Do you want to be where the action is? Would you like to help to build the ACT's future workforce?

We are looking for an Executive Officer with demonstrated personal drive and integrity to join the CIT Executive Support Team to support the efficient management of work across the division. The position is responsible for working closely with the Executive Director to deliver a wide range of executive support and coordination duties. To be competitive for this role, you will need to be highly organised, with great attention to detail and thrive in a dynamic workplace. Strong communication skills and stakeholder management experience are essential. The successful applicant will demonstrate a high degree of independence and confidentiality, while being adaptive in delivering results within a fast-paced environment.

CIT supports flexible working arrangements, and individual working arrangements that achieve business needs can be negotiated.

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

The CIT Reid campus has on-site car parking available for staff.

Eligibility/Other Requirements:

Experience in an Executive Office and/or in the Australian or ACT Public Service is highly desirable.

Experience in the use of HP TRIM and Microsoft Sharepoint is desirable.

Note: This is a temporary position available immediately for 6 months, with 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 vacancies over the next 12 months.

How to Apply: Please provide a two page pitch, curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

0409791163

Contact Officer: CraigS Jordan 0409791163 CraigS.Jordan@cit.edu.au

CIT Industry Engagement & Strategic Relations

CIT Training Initiatives

Australian Apprenticeship System Coordinator

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 37063)

Gazetted: 05 October 2023

Closing Date: 19 October 2023

Details: The Canberra Institute of Technology (CIT) is seeking applications for an enthusiastic and solutions focussed individual to facilitate the ongoing use and explore further development of the systems and processes used to administer Australian Apprentice enrolments and support training.

We are looking for a strong communicator with proven client relationship capability with the ability to understand CIT's business needs and optimise suitable opportunities. In this role you will work as part of a broader team but often with limited supervision to ensure the core student needs are being met. Ideally you will possess sound organisational skills to ensure key priorities are being met and use your relationship and negotiation skills to proactively influence a broad range of internal and external stakeholders including CIT students and employers of Australian Apprentices.

The successful applicant will ideally demonstrate the ability to understand state and federal government requirements for registered training providers and apply this to future system development in line with CIT's Strategic Compass.

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

Eligibility/Other requirements:

Tertiary qualifications in business administration, IT or similar business-related disciplines would be an advantage, but is not mandatory.

Familiarity with Australian Apprenticeship systems and compliance requirements for the ACT would be advantageous.

Advanced skills in Microsoft Excel and/or database management.

Notes: This is a temporary position available immediately for a period of 12 months. An order of merit will be established from this Selection Process and may be used to fill future identical vacancies over the next 12 months.

Selection may be based on application and referee only.

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: Jacqueline McGavin (02) 6207 3620 Jacqueline.Mcgavin@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

Chief Minister, Treasury and Economic Development

Branch Payroll and HR Systems

Section Payroll Services

Title Payroll Assistant**Classification** Administrative Services Officer Class 3 **salary** \$71,139 - \$76,427, **Canberra (PN: 51561, several)**

Gazette Date: 10 October 2023

Closing Date: 17 October 2023

Details: Payroll Services is looking to fill a number of Payroll Support Officer positions.

Our Payroll Support Officer's play a vital role in ensuring Payroll Services delivers effective and accurate payroll services to our customers.

In the role, you will support your colleagues and be a participative and positive team member in a dynamic work environment.

What qualities will you need to possess?

- Strong attention to detail
- Excellent communication skills to ensure effective customer service delivery
- A high level of flexibility and adaptability in a rapidly changing environment
- The ability to work in a high-pressure team environment

We would love to hear from positive, customer focused individuals that have great attention to detail. If that sounds like you and you're keen to apply for this opportunity, submit your application via the Apply Now button below.

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

Note: This is a temporary position available immediately for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months across Payroll Services.

How to Apply:

You are required to provide:

- Your resume or curriculum vitae (2-3 pages preferred)
- A one-page pitch summarising your suitability for the role, ensuring you take into consideration the position information and key capabilities (minimum font 11)
- Contact details of two referees

If you have any problems submitting your application, please contact Shared Services Recruitment on 62079000 prior to the close date/time.

Please review the applicant guide within the Position Description for more information on developing your pitch when applying for this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Yarred (02) 6205 1578 Matthew.Yarred@act.gov.au

Chief Minister, Treasury and Economic Development**Office of Industrial Relations and Workforce Strategy****Public Sector Employment, Workforce Governance and Recruitment****Director, Workforce Governance****Senior Officer Grade B \$138,476 - \$155,668 , Canberra (PN: 15286)**

Gazetted: 05 October 2023

Closing Date: 19 October 2023

Details: The Workforce Governance and Recruitment Branch in the Office of Industrial Relations and Workforce Strategy is seeking a highly motivated and skilled person to fill this leadership team within our branch.

As Director, Workforce Governance you will lead a small team providing high level strategic and operational advice on various workforce governance issues. You will also oversee functions and staff responsible for developing, negotiating and implementing policies and processes on behalf of the Head of Service and for applying and

interpreting public sector employment related legislation to provide quality advice to the ACT Government and directorates.

We are seeking a strong leader to provide direction and oversight to staff in developing whole of government policies and contributing to the implementation of a range of public sector employment projects. You will also bring effective stakeholder engagement qualities to represent the directorate and Government in managing a range of workplace relations matters – showing professionalism, judgment and possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion, exemplifying the values of respect, integrity, collaboration and innovation.

A full list of duties and responsibilities can be found in the attached Position Description.

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

Eligibility/Other requirements: Relevant tertiary qualifications in public policy, human resources or law and a minimum of 5 years relevant experience in the public sector is highly desirable.

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

How to apply: Please provide:

- Your supporting statement of no more than two A4 pages, addressing the Professional/Technical Skills and the Behavioural Capabilities and outlining your skills and experience relevant to the role;
- A copy of your curriculum vitae; and
- Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacob Mimilidis (02) 6207 7508 Jacob.Mimilidis@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.

Executive Branch Manager, ACT Insurance Authority
Temporary Vacancy (20 October to 7 November 2023)
Chief Minister, Treasury and Economic Development Directorate
ACT Insurance Authority Division
Position: E259

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA, MPC Infrastructure Managers.

Date circulated: 11 October 2023

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking Expressions of Interest (EOI) for the role of the Executive Branch Manager for the ACT Insurance Authority (ACTIA).

The ACT Insurance Authority is a Statutory Authority, providing insurance, claims and risk management services for the ACT Government. The Authority works to protect the assets and services of the Territory by providing risk management and insurance services to a large and diverse group of ACT Government client agencies and entities. The Authority also administers the Office of the Nominal Defendant of the ACT, for default claims under the ACT Motor Accident Injury Scheme and the Default Insurance Fund, for default claims under the ACT Private Workers' Compensation Scheme.

The Executive Branch Manager is responsible for providing strategic and operational leadership to support the team in delivering services under a captive self-insurance model, risk management support and education, and internal financial services.

The Executive Branch Manager reports to the Deputy Under Treasurer, Economic, Revenue and Insurance Group, and works collaboratively and maintains productive relationships with other Executives within CMTEDD and across all ACT Government agencies and directorates.

The successful candidate will require strong strategic leadership capabilities and a proven record of achievement within a customer focused environment. Demonstrated sound judgement, exceptional interpersonal, communication capabilities, with the capacity to work calmly in a complex and dynamic environment will be essential.

Note: Selection may be based on written 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. This position is open to current ACTPS employees.

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

To apply: Please provide an Expression of Interest for the role, your curriculum vitae and details of two referees to Penny Shields via email to Penny.Shields@act.gov.au by COB Wednesday 18 October 2023.

Contact Officer: Penny Shields: 0435 051 672 Penny.Shields@act.gov.au

**Executive Group Manager, Revenue Management
Temporary Vacancy (1 December 2023 to 7 January 2024)
Chief Minister, Treasury and Economic Development Directorate
Revenue Management Group
Position: E1003**

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Band 1 Executives

Date circulated: 11 October 2023

Expressions of interest are sought for the temporary filling of the position of Executive Group Manager, Revenue Management Group, for the period 1 December 2023 to 7 January 2024. This successful applicant will also perform the function of Acting Commissioner for ACT Revenue which is a statutory position appointed under the Tax Administration Act 1999.

As Executive Group Manager, Revenue Management Group, you will:

- provide leadership to the staff of the Revenue Management Group, instilling a positive culture by modelling the ACT Public Service values of respect, integrity, collaboration, and innovation.
 - Contribute, as one of the Treasury senior executive team, to the leadership and management of the ERIPPS Group, the Treasury stream, and CMTEDD more broadly.
 - Discharge the statutory responsibilities, with the highest integrity, of Commissioner for ACT Revenue as per the Taxation Administration Act 1999.
 - Ensure the efficient management and effective delivery of all responsibilities of the Revenue Management Group, that includes the ACT Revenue Office, ACT Rental Bonds Office, and the ACT Valuation Office.
- The role reports directly to the Deputy Under Treasurer, Stephen Miners.

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 \$313,721 - \$326,282 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$279,122.

To apply: Please submit an expression of interest of no more than two pages demonstrating your experience against the attached Executive Capabilities and a current curriculum vitae to Kim Salisbury via email, Kim.salisbury@act.gov.au by COB Wednesday 1 November 2023.

Contact Officer: Kim Salisbury (02) 6207 0010 Kim.salisbury@act.gov.au

DDTS

Record Services

Digital Records Support

Digital Records Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 51572)

Gazetted: 09 October 2023

Closing Date: 16 October 2023

Details: Are you someone who has a passion about providing excellent customer service, a high attention to detail and thrives in a busy customer focused environment? We would love to hear from you.

The Digital Records Support team are looking for a highly motivated, and enthusiastic Digital Records Officer to provide support for the ACT Government's digital records management systems.

Digital Records Support (DRS) is essential in supporting Directorates in transitioning to one of the approved Whole of Government (WHOG) Digital Records Management platforms. The Digital Records Officer duties may include but not be limited to service desk responsibility which will see us looking for someone with fantastic customer services skills and great trouble shooting attributes. If you are a positive, dedicated person and enjoy working in a dynamic team, then you are encouraged to apply.

The ACT Public Service is a great place to work offering employees flexible working arrangements to ensure appropriate work life balance is maintained. Please go to <https://www.jobs.act.gov.au/work-with-us/best-service>, to find out why the ACT Public Service is one of the best public services to work in.

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

Eligibility/Other Requirements: Experience in use of one of the ACT Digital Recordkeeping systems (Objective and Content Manager) would be advantageous.

Note: This is a temporary position available immediately 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: Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability, experience and what you can bring to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Okeeffe (02) 6207 5789 Kylie.OKeeffe@act.gov.au

Economic Development

artsACT

Kingston Arts Precinct Project Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 42086)

Gazetted: 05 October 2023

Closing Date: 19 October 2023

Details: artsACT is seeking a Project Officer to contribute to the delivery of the Kingston Arts Precinct, including the delivery of a new Aboriginal and Torres Strait Islander Art Space.

A key element of the role is related to supporting stakeholder engagement and administration for the project. As a member of artsACT's team, this position will also contribute to other policy and program work as required and where capacity allows for it.

Our ideal candidate will have excellent interpersonal skills and experience in stakeholder engagement, especially with Aboriginal and Torres Strait Islander communities. They will also have highly developed organisational and administrative skills and experience managing projects.

Knowledge of the arts and experience in the delivery of capital works projects is desirable, but not essential.

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

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

artsACT staff generally work in the ACT Government Offices at 220 London Circuit, Canberra. You will also have access to hybrid working arrangements including home-based work (subject to approval), or optional work locations across multiple ACT Government Offices.

How to apply: Please review the Position Description and submit your curriculum vitae and a two page pitch that shows us why you are the best person for the job. Your pitch should demonstrate, with examples, that you have skills, knowledge, and capabilities to perform the duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Georgia Hobbs (02) 6207 2186 Georgia.Hobbs@act.gov.au

Economic Development

VisitCanberra

Partnerships and Distribution Officer

International and Distribution Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 58799)

Gazetted: 05 October 2023

Closing Date: 19 October 2023

Details: VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy. We are looking for a highly organised and enthusiastic team player to join the dynamic International and Partnerships team at VisitCanberra. The team is responsible for the development and implementation of all international programs and activities, including all tourism trade engagement activities; domestic and international commercial partnerships; and a number of programs that support tourism product development.

This role is a job-share arrangement to be occupied part-time for three days per week (22.5 hours per week) and will be responsible for the delivery of the Aussie Specialist Program (ASP) for VisitCanberra. The ASP is an online training program for domestic and international travel agents which aims to provide the knowledge and skills to promote and sell Australian destinations, including Canberra. Delivery of the ASP includes project management, writing and designing newsletter content and conducting destination training presentations, as well as industry engagement. The role will also support on a range of other activities within the team, such as tourism trade events and tourism product development programs.

Working in a small team, the position presents a unique opportunity to bring a high level of energy and contribute to the promotion of Canberra as a place to visit to domestic and international tourism trade audiences. As a result, the successful candidate will be able to demonstrate experience in writing content, sound project management skills, and a demonstrated ability to be proactive, flexible and manage competing priorities.

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

Eligibility/Other requirements: Highly desirable:

Knowledge of the tourism industry is desirable.

Current Australian driver's licence.

Ability to work flexible hours and travel as required.

Notes: This is a temporary position available immediately for a period of 12 months, with possibility of permanency. The role is part-time for 3 days per week / 22.5 hours per week. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

This position operates in an activity-based workplace where staff do not have allocated desks and may work from the office or home according to their needs and business requirements. Our workforce is currently working flexibly from the workplace and remotely. The successful candidate will be provided information on how to safely and effectively work remotely. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: To apply, please submit your response of no more than two pages clearly addressing the Selection Criteria, together with your curriculum vitae and details of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Raine (02) 6207 6626 Laura.Raine@act.gov.au

Chief Minister**Corporate****Workforce and Information Services****Project Officer, Information****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63105)**

Gazetted: 05 October 2023

Closing Date: 24 October 2023

Details: We have an amazing position available to drive our i-Delegate project and manage the Open Access Information Scheme (OAIS) at CMTEDD. This role requires a dynamic and passionate person, committed to achieving results and always looking one-step ahead. You will excel in this team if you are resilient, flexible and able to adapt to changing circumstances while managing multiple priorities and demands.

You will have well-developed administration skills and the ability to liaise with stakeholders to achieve appropriate outcomes. Attention to detail is vital. You will have the ability to interpret legislation, ideally with previous

experience in managing delegations and open access, however other relevant experience that is transferable will be well regarded. On the job training is provided.

CMTEDD offers a supportive, collaborative environment that enables you to work flexibly from home or in our modern activity-based offices. Our team is committed to being a valued business partner in information management and governance.

We value and encourage the contribution of people from diverse backgrounds, experiences, and perspectives. To learn more about the ACTPS and what we offer, please go to [work with us](#).

We look forward to hearing from you.

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

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

How to Apply: Please submit a current curriculum vitae, a two-page pitch addressing the Selection Criteria and the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heather Johnston (02) 6205 2583 Heather.Johnston@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services

Communication and Customer Experience

Assistant Director, Communication and Engagement

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 56911)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

Details: If you want a job that lets you flex your creative muscles, this is it.

The Communication and Customer Experience Team sits within Digital, Data and Technology Services (DDTS). DDTS delivers Whole of Government IT service and support to the 25,000+ people who work for the ACT Government. As Assistant Director, Communication and Engagement you get to talk to all of them! You also get to push the boundaries of what government communication can look like.

Join our team and you'll be surrounded and supported by colleagues who know communication is as much of a science as it is an art. We understand that creativity is essential to engage an audience. When we say we are open to trying new things we really mean it.

Our primary focus is written content, but we know sometimes an infographic can speak a thousand words and a video can demonstrate a process more clearly than a screenshot.

We expect your approach to communication:

Is evidence-based

Puts accessibility first

Aligns with best practice.

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

Eligibility/Other requirements:

Minimum five years' experience in a communications or content creation role.

Qualification in a communication discipline is highly desirable but not essential.

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

The Communication and Customer Experience team works a hybrid model of in office and at home. When working from the office, we are based at Winyu House, 125 Gungahlin Place, Gungahlin. This building is due to be refurbished and the location we work from may change. The ACT Public Service has adopted activity-based working (ABW). 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: Your application should include:

A maximum two-page pitch, based on the position description, that tells us why you're the right person for the job.
 A current curriculum vitae with two references (including your current supervisor).
 Optional - up to three examples of content pieces you're proud of.
Applications should be submitted via the Apply Now button below.
 Contact Officer: Melissa Carlill (02) 6205 0158 Melissa.Carlill@act.gov.au

Access Canberra

Licensing and Registrations Branch

Assistant Manager/Manager

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 36999, several)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

Details: Does regulation excite you? Can you balance great customer service whilst upholding regulatory protections? At Access Canberra everything we do is to support a safe and liveable city. We put people first, value our partnerships, ensure access for all in the services we provide, uphold regulatory protections, are risk based, data led and accountable for our decisions.

We are looking for team leaders to lead and support a team within the Licensing and Registration Branch.

The Licensing and Registration Branch – is responsible for management of licensing and registration functions for transport, motor vehicle dealers, real estate agents, associations, controlled sports, liquor, gaming, births, deaths and marriages and many more. This broad range of functions demands well developed time management skills in order to meet operational requirements with a strong focus on efficiency, standardised procedures and quality assurance.

The successful person will support the management of day-to-day operations and provide sound advice, innovative thinking and leadership in the Licensing and Registration Branch. This means working closely with your team and managers to provide stability, guidance, mentoring and development opportunities while also looking for opportunities for improvement and remaining adaptive in a changing regulatory environment.

About you

The ideal candidate would be a highly motivated team player and leader who demonstrates superior customer service skills and is comfortable working in a high-pressure regulatory environment with tight deadlines, with the ability to contribute to a positive and inclusive working environment.

In this role you will need to be creative, agile, and anticipatory to meet competing demands. Your strong people and communication skills will help you manage key relationships and adeptly navigate sensitive, time critical and complex matters.

The decisions that you and your teams make have a direct impact on the safety and liveability of our city.

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

Notes: There are several positions available through this recruitment including permanent and temporary positions for a period of 3 months with the possibility of extension and/or permanency.

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

How to apply: Please submit a pitch no more than two-pages providing examples demonstrating your suitability against the professional Skills, Knowledge and Behavioural requirements for this role outlined in the Position Description. Please provide a current curriculum vitae and two written referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Samantha Swale (02) 6207 7046 Samantha.Swale@act.gov.au

Economic Development

National Arboretum Canberra

Indigenous Tourism Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 44964)

Gazetted: 05 October 2023

Closing Date: 19 October 2023

Details: We want to hear from you if you enjoy the great outdoors, as well as creating, communicating and delivering visitor experiences! This is an identified role for a First Nations person, with a focus on creating new commercial programs, as well as delivering existing Indigenous Australian visitor experiences to local, national and

international visitors as well as school students. We are looking for a creative team player, solutions-focused person, with sound administration, presentation and communication skills. You will enjoy working with diverse people and have strong local community relationships and networks.

The National Arboretum Canberra opened in 2013 and comprises a collection of approximately 44,000 trees in 94 forests featuring different types of rare, threatened and symbolic trees from around Australia and the world. It also houses the National Bonsai and Penjing Collection Australia and includes the award-winning Village Centre, Margaret Whitlam Pavilion, Pod Playground, display gardens, unique sculptures and a range of other facilities to enhance the visitor experience. The National Arboretum Canberra is managed jointly with UC Stromlo Forest Park, a world-class, multi-use recreational sporting facility available to both recreational and professional users.

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

Eligibility/Other requirements:

Ability to work weekends, public holidays or evenings as required.

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

Possess a manual driver's licence and a willingness to obtain, including undertaking any necessary health checks for a commercial bus licence.

General fitness level to deliver onsite public and private tours across a 250 hectare site.

First Aid Certificate or ability to acquire.

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

Notes: This is a temporary position available from 30 October 2023 until 29 October 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

This is an First Nations designated position, classified under special measures of section 2.12 of the *Equal Opportunity Act 2010*. Only First Nations people are eligible to apply.

How to apply: Please provide:

A one-page pitch demonstrating your skills in relation to the Selection Criteria in the Position Description.

A current curriculum vitae.

Contact details of least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Callen (02) 6205 4468 Christine.Callen@act.gov.au

Corporate

Information Management

Records Management

Records Project Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63106)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

Details: The Information Management section of Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced and enthusiastic records project officer to join our Records Management team. We are looking for someone with a sound working knowledge of recordkeeping requirements and who is proficient in government records management principles, practices and tools. The role is responsible for carrying out the arrangement and processing of a sensitive and high-value series to facilitate their control and accessibility. You will have records appraisal and sentencing experience, a good understanding of protected information security, be self-motivated and able to use initiative to solve problems. Awareness of the importance of attention to detail around the controlling of government records is vital. Being highly organised and possessing effective communication skills is highly regarded, as is a current Baseline or above security clearance.

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

Eligibility/Other Requirements: Currently hold, or have the ability to obtain, a BASELINE National Security Clearance.

Note: This is a temporary position available immediately for six months with the possibility of extension. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Candidates should submit a supporting statement of no more than 600 words outlining their experience and suitability against the Selection Criteria. Please attach an Application Coversheet and a current curriculum vitae which includes qualifications, employment history and the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynda Weller (02) 6205 3955 Lynda.Weller@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

ICT Embedded Team - CSD

Application Developer

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14146)

Gazetted: 11 October 2023

Closing Date: 25 October 2023

Details: Seeking an outstanding Application Developer to transform the user experience for multiple business systems and CRM platforms. Under Digital, Data and Technology Solutions, you will be working in a small team developing solutions to enhance the Community Services Directorate.

Under general and/or limited direction, this position is primarily responsible for converting user stories into new software packaged features and responding and resolving reported bugs using object-oriented programming languages. The role is expected to also provide trusted technical support on a range of client services and business systems, the advancement of technology within the Directorate, including supporting whole of government projects, business systems and providing strategic ICT knowledge in line with business objectives.

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

Eligibility/Other Requirements: You will need to have:

Comprehensive working knowledge of Object-Oriented Programming Languages (such as JavaScript and C# or similar) and relational databases (Azure, SQL and Oracle), or similar.

Ability to manage technical configuration and/or development for business systems and CRM platforms, such as Dynamics 365 (Power Platform), Salesforce, MuleSoft, or similar.

Working technical development knowledge of integrations between systems using REST API, SOAP, OData API standards, or similar.

Knowledge and understanding of the SDLC, including developing user requirements and system specifications, and preparing other documentation.

Please review position description for a comprehensive list for eligibility and requirements.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Liam Mackay (02) 6205 3359 Liam.Mackay@act.gov.au

Digital, Data and Technology Solutions

Technical Services

Cloud and Platform Systems

Senior Identity and Access Management Active Directory Specialist

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 63145)

Gazetted: 09 October 2023

Closing Date: 16 October 2023

Details: ACT Government's Digital, Data and Technology Solutions division is seeking a skilled Active Directory administrator, you will have experience in providing:

High level technical support for past and current versions of Microsoft Identity solutions.

Designing and implementing Active Directory and Azure Active Directory.

Designing and implementing Identity and Access Management solutions across a diverse and changing landscape.

Analytical ability in determining project business and technical requirements that will integrate with Directory Services and Identity Management infrastructure as well as provide suitable recommendations for implementation.

Experience in assessment of Microsoft Risk assessment programs (RAP's) and remediation / development of recommendations. Experience in Active Directory Virtual and physical infrastructure lifecycle management and in place upgrades.

Please see position description for more granular requirements.

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

Eligibility/Other Requirements:

An ACT Government CMTEDD Baseline clearance is required for this position as a minimum, NV! clearance preferred.

This position does not require a pre-employment medical.

Driver's license is not essential.

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/wwvp)

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

Applications should be submitted via the Apply Now button below.

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

Corporate**People and Capability Branch****Assistant Director, Safety and Wellbeing Corporate****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 53831)**

Gazetted: 10 October 2023

Closing Date: 24 October 2023

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) People and Capability Branch is seeking a highly motivated and experienced WHS and wellbeing expert to fill the role of Assistant Director, Safety and Wellbeing.

Under the direction of the Senior Director Safety and Wellbeing, you will be responsible for designing, implementing and coordinating targeted and systematic health and wellbeing initiatives in line with the Directorate's Work Health and Safety Management System and Mental Health Action Plan.

Working independently to deliver key tasks is essential, however you will also need to communicate with influence to manage the Directorate's Mental Health Champion Network. You will need to be adaptable to competing priorities in a dynamic and complex environment.

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

Notes: This is a temporary position available immediately for six months with possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical

vacancies over the next 12 months. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit the following:

A one-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 the 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, 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: Raphaela Higginbotham (02) 6205 0290 Raphaela.Higginbotham@act.gov.au

Access Canberra

Corporate Support and Capability

Digital Design and Delivery

Senior Test Analyst

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63242)

Gazetted: 10 October 2023

Closing Date: 24 October 2023

Details: The Access Canberra Digital Design and Delivery section enables Access Canberra’s effective and secure use of technology in delivering digital services to the community. Working in partnership with the operational business units and policy areas, the section plays a lead role in designing and delivering digital solutions as well as supporting and maintaining the agency’s critical business systems. The section provides services such as ICT project/program management, solution architecture, service design, business and systems analysis, software development and testing, business information and security in ensuring digital solutions are fit-for-purpose, support the legislative requirements, and serve our customer’s needs.

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We are looking for a detail-oriented, organised and motivated individual to join our team as a Senior Test Analyst.

To be successful you will be someone with:

Demonstrated analytical and problem-solving skills with experience developing and executing test plans

Knowledge of the software development lifecycle and the ability to work collaboratively within a multi-disciplinary team

The ability to work under pressure, manage competing priorities and meet deadlines

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

Eligibility/Other requirements:

Relevant tertiary qualifications and/or industry recognised certificates in software testing are highly desirable.

Knowledge of testing in Salesforce and MuleSoft are highly desirable.

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

How to apply: Please attach the following to your application:

Your curriculum vitae;

Names and contract details of two professional referees; and

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: Samantha Cleary (02) 6207 9131 Samantha.Cleary@act.gov.au

Access Canberra**Licensing and Registration Branch****Transport Licensing****Supervisor Licensing & Registration Administration Team and Business Support & Training Team****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 51934, several)**

Gazetted: 10 October 2023

Closing Date: 24 October 2023

Details:

About the role

Does regulation excite you? Can you balance great customer service whilst upholding regulatory protections? At Access Canberra everything we do is to support a safe and liveable city. We put people first, value our partnerships, ensure access for all in the services we provide, uphold regulatory protections, are risk based, data led and accountable for our decisions.

The Licensing and Registration Branch – is responsible for management of licensing and registration functions for transport, motor vehicle dealers, real estate agents, associations, controlled sports, liquor, gaming, births, deaths and marriages and many more. This broad range of functions demands well developed time management skills in order to meet operational requirements with a strong focus on efficiency, standardised procedures and quality assurance.

We are looking for team supervisors to lead and support teams within the Licensing and Registration Branch. The Licensing and Registration teams are high performing teams focused on quality outcomes and customer centric service delivery in a fast-paced environment. The Licence and Registration team process and manage Specialist Driving Licensing and a range of specialised/complex licensing and registration related services that cannot be performed in a Service Centre. The Business Support and Training team include skilled team members who provide assistance to users of the Rego.ACT system providing guidance, troubleshooting, training as well as drafting various procedures, communications and staff instructions.

Our goals are improved road safety on our road network and your sound judgement to risk management and evidence-based decision making within statutory timeframes and best practice guidelines will help keep Canberrans safe while driving on our roads.

About you

The ideal candidate would be a highly motivated team player and leader who demonstrates superior customer service skills and is comfortable working in a high-pressure regulatory environment with tight deadlines, with the ability to contribute to a positive and inclusive working environment.

The successful person will support the management of day-to-day operations and provide sound advice, innovative thinking and leadership in the Licensing and Registration Branch. This means working closely with your team and managers to provide stability, guidance, mentoring and development opportunities while also looking for opportunities for improvement and remaining adaptive in a changing regulatory environment.

In this role you will need to be creative, agile, and anticipatory to meet competing demands. Your strong people and communication skills will help you manage key relationships and adeptly navigate sensitive, time critical and complex matters.

The decisions that you and your teams make have a direct impact on the safety and liveability of our city.

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

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqueline Dunster (02) 6207 7747 Jacqueline.Dunster@act.gov.au

**Digital, Data and Technology Solutions
Investment, Strategy and Governance
Assistant Director**

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 62890)

Gazetted: 11 October 2023

Closing Date: 25 October 2023

Details: Design and Strategy Branch (DSB) provides strategic guidance on technology and data investment and is responsible for the development and maintenance of the whole of government technology roadmap architecture and design practice, including principles, standards and methods.

The Design and Strategy Branch are looking for an Assistant Director Investment Strategy and Governance who has experience in developing a whole of government strategic portfolio management capability. The Assistant Director will support the development of enterprise prioritisation of investment, demands and resources that best support government priorities. The role requires providing strategic analysis and advice on digital and technology investment opportunities which add value to ACT Government. Strong data and analytics skills and the ability to manage strategic portfolio management applications will also support future technology investment decisions. The Assistant Director will also provide advice and support on digital investment governance arrangements and requirements.

In addition, the Assistant Director Investment Strategy and Governance will support and collaborate with the senior leadership team within the Design and Strategy branch.

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

Eligibility/Other Requirements:

This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

How to Apply:

Your curriculum vitae;

Names and contact details of two professional referees; and

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: Donald Hage (02) 6205 4597 Donald.Hage@act.gov.au

Environment Heritage and Water

Office of Water

Water Information Services

Citizen Science Data Analyst

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 47792)

Gazetted: 11 October 2023

Closing Date: 18 October 2023

Details: The position of citizen science data analyst will report to the Director, Water Information Services Section.

The position sits within the Office of Water and will work with multiple teams across the Environment Heritage and Water Division within the Environment, Planning and Sustainable Development Directorate.

The Data Analyst will provide expert advice and analytical support to primarily citizen science programs that are supported by the ACT Government.

The successful candidate will possess skills and experience in

communicating scientific concepts and information across a wide range of stakeholders.

statistical data analysis, developing and implementing experimental designs for environmental science research and/or citizen science programs.

presentation and interpretation of data, including graphical presentation of data and reporting of results to a wide range of audiences.

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

Eligibility/Other Requirements: Mandatory:

A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the duties of the position;

A current ACT or equivalent driver's licence.

Note: This is a temporary position available from 1 November 2023 until 31 October 2024. This position is part-time at 22:05 hours per week and the full-time salary noted above will be pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should consist of a two-page pitch, addressing the selection criteria, and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danswell Starrs (02) 6207 7032 Danswell.Starrs@act.gov.au

Economic Development

artsACT

artsACT

Executive Assistant and Business Support

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 22821)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

Details: artsACT is seeking an Executive Assistant and Business Support Officer to provide executive assistant support for the Executive Branch Manager, artsACT as well as administrative, business and operational support for artsACT. The successful applicant will be required to liaise with internal and external stakeholders and will often be the first point of contact for enquiries to artsACT. The successful applicant will also assist with the work of artsACT which may include routine arrangements briefs and correspondence as well as grant assessments using SmartyGrants.

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

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

artsACT staff generally work in the ACT Government Offices at 220 London Circuit, Canberra. You will also have access to hybrid working arrangements including home-based work (subject to approval), or optional work locations across multiple ACT Government Offices.

How to Apply: Please review the Position Description and submit your curriculum vitae and a two page pitch that shows us why you are the best person for the job. Your pitch should demonstrate, with examples, that you have skills, knowledge, and capabilities to perform the duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: CarolineM Fulton 0481 059 623 CarolineM.Fulton@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

Communities

Support Services for Children

Child Development Service**Corporate Administration Officer****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 36168)**

Gazetted: 11 October 2023

Closing Date: 25 October 2023

Details: Do you want to grow your career in an organisation that makes a meaningful contribution to people's lives?

Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities.

The Child Development Service within CSD has a vacancy for a Corporate Administration Officer. The Corporate Administration Officer will support the Child Development Service to deliver the best possible outcomes for children through a range of administrative support functions and providing high quality customer services to clients and staff.

The Corporate Administration Officer oversees a small team and requires excellent supervision, organisation, communication and administration skills with proficiency in a variety of computer applications, databases and spreadsheets, and a focus on best practice business processes. The role sits within the administration team providing administrative, finance and business services to the Child Development Service to support the needs of the ACT community.

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

Eligibility/Other requirements:

This position requires the following:

1. Current Australian driver's license.
2. Experience in supervision of Administration Support Officers.
3. Proficiency in Microsoft Office and Database systems.
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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

How to apply: Applicants are required to address the Professional / Technical skills/Knowledge, and Behavioural Capabilities sections of the Position Description. (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Connor (02) 6205 9004 Melinda.Connor@act.gov.au

Children, Youth and Families**Child and Youth Protection Services****CYPS Operations****Child and Youth Protection Services, Case Manager****Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 61982)**

Gazetted: 11 October 2023

Closing Date: 25 October 2023

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth and Protection (CYPS) Case Manager, you will:

Make a difference in the lives of children and young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development.

Be challenged and rewarded.

The CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people.

You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young

people. This may include taking matters to court. Case Managers may supervise and provide support to young people subject to youth justice orders.

We are seeking Case Managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with.

The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people.

We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background, experience and capability, but may not hold the essential tertiary qualification to consider applying for these roles.

Eligibility/Other requirements:

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline.

Please note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

Two (2) years of experience working with children, youth and/or families in a social work/case management role, and/or experience working with Aboriginal and Torres Strait Islander families and communities.

Current (c class) driver's license is essential.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Furner (02) 6207 1623 Catherine.Furner@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYPS Operations

Child and Youth Protection Services, Case Manager

Child and Youth Protection Professional Level 2 \$78,014 - \$105,024, Canberra (PN: 32485)

Gazetted: 10 October 2023

Closing Date: 31 October 2023

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth and Protection (CYPS) Case Manager, you will:

Make a difference in the lives of children and young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development.

Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people.

You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of

the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background, experience and capability, but may not hold the essential tertiary qualification to consider applying for these roles.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline.

Please note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

One year of experience working with children, youth and/or families in a social work/case management role.

Current (c class) driver's license is essential.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Furner (02) 6207 1623 Catherine.Furner@act.gov.au

Children, Youth and Families

Practice and Performance

Child and Youth Protection Services – Cultural Services Team

Cultural Services Officer

Child and Youth Protection Professional Level 2 \$78,014 - \$105,024, Canberra (PN: 11400)

Gazetted: 10 October 2023

Closing Date: 24 October 2023

Details: The Cultural Services team are focused on working in partnership with families, the community and our Child and Youth Protection Services (CYPs) colleagues to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander families. The team has responsibility for oversight, management, and direction of the day-to-day operations requiring cultural services across CYPs. The work is underpinned by best practice and culturally responsive case management.

The Cultural Services team works with cultural integrity, using the Aboriginal and Torres Strait Islander Child Placement Principle as their framework, led by family decision making and self-determination. The team provide a cultural lens when supporting Aboriginal and Torres Strait Islander children, young people, and families. Their work is to keep children connected to their family, community, and culture, and we are committed to promoting the principles of connection, participation, placement, partnership, and prevention.

The CYP2 Cultural Services Officer role is focused on supporting CYPs to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander children and young people through culturally appropriate client service, underpinned by best practice culturally appropriate trauma informed case management.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline.

Please note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

One year of experience working with children, youth and/or families in a social work/case management role.

Current (c class) driver's license is essential.

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: Please note, this is an Identified position for Aboriginal and Torres Strait Islander people. A merit pool may be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaylee Matthews (02) 6205 1647 Shaylee.Matthews@act.gov.au

Corporate

Corporate

Corporate Services Executive Unit

Executive Officer

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 48206)

Gazetted: 10 October 2023

Closing Date: 24 October 2023

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

The Corporate Services Executive Unit is seeking a skilled and experienced candidate to join the team as an Executive Officer. The Unit is a dynamic and outcome-oriented area focused on delivering directorate services, partnering within the directorate and across the ACTPS, delivering process improvements and providing high level advice and support to the Director-General, other Senior Executives and Ministerial Offices.

The role will require a person who can inspire, energise and positively influence team and individual outcomes, whilst managing multiple competing priorities. The ideal candidate is a confident self-starter who uses their initiative to achieve goals and works well under pressure, while delivering excellent customer service.

Eligibility/Other Requirements:

Knowledge and experience in working within Government structure and business processes.

Highly developed organisational and communication skills including knowledge and use of organisational systems such as Records Management Systems, finance systems and other databases

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

How to Apply: Applicants should submit a one-to-two-page statement addressing the Selection Criteria outlined within the attached Position Description, together with a curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ailsa Borwick (02) 6205 9466 Ailsa.Borwick@act.gov.au

Children, Youth and Families

Aboriginal Service Development

Assistant Director, Aboriginal Service Development

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63246)

Gazetted: 10 October 2023

Closing Date: 24 October 2023

Details: The Assistant Director, Aboriginal Service Development will be responsible for managing several strategic and operational projects across the Branch. The position is responsible for assisting with the delivery of a suite of project activities, governance, project reporting, research and analysis, policy and practice development and resource management.

The Assistant Director will lead with demonstrated strong cultural competency and utilise a partnership approach to work with the community. The overarching goal of the Branch is to support the current, developing and emerging ACCO's across the ACT region with expertise in providing high level strategic policy development, service design and the establishment and implementation of partnerships with Aboriginal and Torres Strait Islander community and sectors.

The Assistant Director brings integrity, innovation, and exceptional relationship and influencing skills to implement the goals of the Branch across the community, government and the directorate. The Director also demonstrates strong policy and analytical skills, exceptional communication and high levels of personal resilience.

This position requires high-level cultural competency.

Eligibility/Other requirements:

This is an Aboriginal and Torres Strait Islander identified position as defined in Section 27 (4) of the Public Sector Management Act 1994 and is only available to Aboriginal and Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality will be required. Experience and/or a qualification relating to project management 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke Rigney (02) 6207 2868 Brooke.Rigney@act.gov.au

Corporate

Governance

Freedom of Information and Legal Coordination

Freedom of Information Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 40933, several)

Gazetted: 10 October 2023

Closing Date: 24 October 2023

Details: Freedom of Information Officers are at the forefront of providing transparency to the community by processing freedom of information (FOI) applications. Assessing incoming applications, interfacing with clients, and then applying the relevant legislation to the FOI requests requires attention to detail, a desire to help the community, and an ability to quickly synthesise a large amount of information. As you develop your expertise, you will not only provide clients with requested information, but also provide advice to senior managers and executives, as well as helping refine and improve team processes.

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

Eligibility/ Other Requirements:

Key skills required for this position:

The ability to gather information, make sound decisions and provide recommendations on the evidence.

High quality organisational skills.

Demonstrated knowledge of, and ability to interpret policy and legislation to prepare documentation and provide advice on Freedom of Information requests.

Ability to undertake complex projects and have developed IT and writing skills.

Behavioural Capabilities:

Commitment to high quality customer service and stakeholder engagement.

Modelling of ACTPS Values and Signature Behaviours.

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

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a 2-page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

You will be asked to attach a current Curriculum Vitae and provide details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brent Novak (02) 6205 0469 Brent.Novak@act.gov.au

Family Safety

Domestic, Family and Sexual Violence Office

Assistant Director/Service

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 62993)

Gazetted: 11 October 2023

Closing Date: 23 October 2023

Details: The Domestic, Family and Sexual Violence Office has a whole of government remit to lead and improve an informed, capable and connected response to address domestic, family and sexual violence in the ACT. For this role, we are looking for an Assistant Director who also has a service design or program design skillset. We are interested in candidates with a keen sense of social justice and an ability to deliver quality work in tight timeframes. In this role you will drive projects as the manager of a small team. We are looking for candidates who can engage with stakeholders sensitively and confidently – we will trust you with our strategic messaging and expect you to feed information back appropriately. Your ability to deliver outcomes in a government context, write effectively and contribute to quality service and program design will be essential.

To be successful you will be a great team player; self-motivated; and able to turn your hand to many different tasks including writing policy, law reform, managing stakeholders, delivering project elements and preparing briefs to the Coordinator-General and the Minister.

Eligibility/Other Requirements:

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

Note: This is a temporary position available immediately with possibility of extension up to 12 months and/or permanency. Part time and full-time applications are welcome. Selection may be based on application and referees 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: Please submit 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 “Position Requirements” 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.

Please include a current curriculum vitae with 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: Sophie McGlynn (02) 6207 8303 Sophie.McGlynn@act.gov.au

Housing Assistance

Housing and Homelessness Programs

Assurance, Review and Complaints

Review and Response Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 30591)

Gazetted: 06 October 2023

Closing Date: 27 October 2023

Details: The Assurance, Review and Complaints team are looking for a Review and Response Officer to join our team. As Review and Response Officer, you will be part of a dynamic, agile and forward thinking team responsible for a range of frontline and complaint investigation duties.

We are looking for a motivated team player with great attention to detail and the ability to analyse data to achieve positive outcomes for clients. If this is you, we would like to see an application from you.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander

people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: CERT IV in Social Housing or a related discipline is desirable, not essential.

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 pitch of up to two pages addressing the Skills, Knowledge and Behavioural Capabilities in the 'What You Require' section of the Position Description, with a copy of your current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kaitlin Dobing (02) 6205 4336 Kaitlin.Dobing@act.gov.au

Housing Assistance

Client Services

Specialist Housing Practitioner

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 49550, several)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

Details: At Housing ACT, we provide social housing and specialist homelessness funding to meet the needs and circumstances of low income and disadvantaged people.

The Client Services Branch supports the management of over 11,000 public housing tenancies. Advice and support are provided to public housing clients and stakeholders on diverse, and often complex, issues. The Branch is responsible for monitoring property conditions on behalf of Housing ACT and advising on asset maintenance issues. As the organisation's primary interface with the community, our service delivery is aimed at providing quality client-centred responses to meet the needs of public housing clients.

Specialist Housing Practitioners are responsible for providing leadership, specialist advice and direction to staff, clients, and stakeholders on a diverse and often complex range of issues involved in providing support to public housing tenants who are incarcerated. They are involved in providing support and case coordination to public housing applicants who are incarcerated.

Specialist Housing Practitioners are required to understand, and have experience in, working with clients with complex needs, a good understanding of Trauma Informed approaches in the provision of support, and a commitment to innovation and flexible service responses to assist clients to achieve better housing and social outcomes.

Eligibility/Other Requirements:

Current driver's license is essential.

Relevant tertiary qualifications in Social Housing, Homelessness, Social Work, Community Development or a related field are desirable but not essential.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: AnnetteF Jackson (02) 6205 1912 AnnetteF.Jackson@act.gov.au

Corporate

Governance

Building Services

Facilities Operations Manager

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 07959)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

Details: The Building Services Team manages the office and non-office accommodation. The team also manages the repair, maintenance, upgrade and replacement program for the Community Services Directorate's (CSD) properties, fleet services, building security and sustainability. The position includes these functions: Daily management of CSD's office and non-office accommodation. Management and delivery of BIF (Better Infrastructure Funding) and budgets. Managing team performance for day-to-day service, responsiveness, and standards in the provision of repairs, maintenance and upgrading works to facilities. Providing policy and strategic advice to senior management and executive. Daily management of the CSD's fleet of vehicles. Management of building security for 8 CSD facilities. Responsibility for CSD Sustainability and implement the ACT Governments sustainability objectives such as the Carbon Neutral ACT Government Framework within CSD, which underpins the Climate Change and Greenhouse Gas Reduction Act 2010. The Building Services Team operates during normal business hours of 8:30am - 5:00pm.

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

Eligibility/Other requirements: Experience in managing an operational environment is highly desirable.

Notes: This is a temporary position available from 31 October 2023 until 24 June 2024 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 vacancies over the next 12 months. Selection may be based on application and referees reports only.

How to apply: Applications should be written as if writing to an expression of interest no more than two A4 pages, plus a curriculum vitae and referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Finlayson (02) 6205 0639 Lisa.Finlayson@act.gov.au

Communities

Support Services for Children

Child Development Service

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 36146, several)

Gazetted: 05 October 2023

Closing Date: 19 October 2023

Details: Are you an enthusiastic, qualified Occupational Therapist who loves working with families and is focused on delivering high quality, culturally safe and inclusive services? If so, an exciting opportunity exists to join an expanding Child Development Service (CDS).

Successful applicants will work with families and community to identify children 0-6 years with, or at risk of developmental delays and support their movement through the service system. You will also provide Occupational Therapy early intervention programs to children up to three years of age. This is an exciting opportunity to provide clinical early intervention services within a community based, highly skilled and dedicated, multidisciplinary team of allied health professionals.

The Child Development Service has several vacancies available for a Health Professional Level 3 Occupational Therapist. These are permanent positions. Full-time and part-time applicants will be considered.

Eligibility/Other requirements:

This position requires three years recent practice experience working with children and their carers and families as an occupational therapist.

This position requires tertiary qualifications in Occupational Therapy.

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

This position does require a current Australian Drivers Licence.

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

How to Apply: Applicants are required to respond to the selection criteria under "What You Require" (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eleanor Downing (02) 6205 4212 Eleanor.Downing@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

Education Business Services Group

Division Business Services Group

Branch Strategic Finance and Procurement

Section Strategic Procurement

Title Assistant Director - Strategic Procurement

Classification Senior Officer Grade C salary \$117,845 - \$126,715, Canberra (PN: 07240)

Gazette Date: 10 October 2023

Closing Date: 24 October 2023

Details: The Education Directorate is looking for a dynamic individual to fill the role of Assistant Director in the Strategic Procurement Team. The team provides a dedicated and central function for goods and services procurement as well as Community Use of School facilities for ACT public schools and the Education Support Office. It is responsible for ensuring compliance with legislation and consistency in best practice. The successful applicant will be highly motivated, possess excellent communication skills and work collaboratively to assist in the operations of the Directorate's procurement, contract management and community use of school facilities functions.

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

How to Apply: Candidates should provide a maximum two-page response to the Selection Criteria; a current curriculum vitae and contact details for two referees.

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

Contact Officer: Lauren Whiley (02) 6205 9115 Lauren.Whiley@act.gov.au

Executive Group Manager, Service Design and Delivery

Temporary Vacancy (13 November 2023 to 31 December 2023 with the possibility of extension)

Education Directorate

Service Design and Delivery

Position: E107

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 11 October 2023

The Education Directorate has a short-term vacancy available from 13 November to 31 December 2023 with the possibility of extension to backfill the position of Executive Group Manager, Service Design and Delivery.

The Executive Group Manager Service Delivery and Design reports to the Deputy Director-General and is part of the Directorate's Senior Executive Team and Corporate Executive team.

The position requires a person with exceptional executive leadership and management skills as well as expertise in service design, continuous improvement and an understanding of the relationships between the Directorate, Government, Minister, peak bodies and community.

The position requires superior skills in developing and implementing new service models, improvement strategies, program reform and the ability to think strategically. Excellent interpersonal, organisational and communication skills are critical for this role.

High level analytical and negotiating skills, superior judgment in relation to financial management and organisational improvement and the capacity for innovation and value adding are necessary.

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

Remuneration: The position attracts a remuneration package ranging from \$313,721 - \$326,282 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$279,122.

To apply: Applications should include a maximum one-page expression of interest and a current Curriculum Vitae including the details of two referees. Applications should be emailed to jane.simmons@act.gov.au by COB Wednesday 18 October 2023.

Contact Officer: Jane Simmons Jane.simmons@act.gov.au

Business Services

School Facilities Management Branch

Assistant Director, Rostering and UKG Time and Attendance

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 60691)

Gazetted: 09 October 2023

Closing Date: 23 October 2023

Details: The School Cleaning Service is seeking an enthusiastic Assistant Director that is ready to lead the delivery of the rostering function within the Branch. This role plays a key role in ensuring that cleaning operations are delivered to ACT public schools on a daily basis while also providing support to staff enquiring about pay and entitlements.

The role is central to facilitating the smooth running of cleaning operations by co-ordinating and managing a team of staff responsible for ensuring leave and other staff absences are managed to ensure ongoing service delivery.

The role will also support performance reporting and monitoring to report to the Leadership Team and Executive.

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

Eligibility/ Other Requirements:

To be successful in the role, you will have the ability to provide high quality support and guidance to staff and users of UKG Time and Attendance (or similar) and the ability to build and lead teams to achieve outcomes in an operational environment. An understanding of government processes as they relate to the delivery of organisational support services, including human resource, finance and administration including the ability to effectively prioritise work and meet deadlines is essential.

Notes: An Order of Merit will be established from this selection process and will be used to fill similar temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Interested candidates are requested to provide a written response to the selection criteria (maximum three pages) outlining relevant skills and experience related to the Selection Criteria and why they believe they will be suitable for the role. Please also provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brent Haley (02) 6207 9278 Brent.Haley@act.gov.au

Service Design and Delivery

Universal School Support

Instrumental Music Program

Principal - Instrumental Music Program

School Leader A 1 \$179,491, Canberra (PN: 31993)

Gazetted: 10 October 2023

Closing Date: 22 October 2023

Details: The Instrumental Music Program (IMP) Principal leads a team to deliver instrumental tuition in an ensemble setting, in 62 schools across the ACT, reaching over 2000 students in years 3-12. The program includes brass, woodwind, percussion, strings, and ukulele in our primary schools as well as concert band and primary music classes in other settings.

The IMP delivers 8 extension ensembles after school hours with a vast performance schedule such as local and national concerts, community, and school events, as well as the Step into the Limelight Showcase of events – gala and art – and also delivers the professional learning conference Arts Up Front annually. This unique leadership opportunity will provide high level leadership to an itinerant teaching team of specialist music teachers.

Eligibility/Other requirements:

- A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.
- Current professional teaching registration with the ACT Teacher Quality Institute (TQI) or eligibility to obtain [TQI](#).
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

Interested Applicants located outside of Canberra – Relocation expenses will be reimbursed to the successful applicant in accordance with Clause C21 of the [Education-Directorate-Teaching-Staff-Enterprise-Agreement-2023-2026.pdf \(act.gov.au\)](#)

How to Apply: Submit your statement of claims based on the school leadership capability framework outlined in the application package (maximum six pages) curriculum vitae (two pages) and contact information for two referees.

For more information on submitting your application please refer to [Submit-your-application](#).

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Borton (02) 6205 1099 Jason.Borton@act.gov.au

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

Service Design and Delivery**Student Engagement****Targeted School Support****Assistant Director Hearing and Vision****School Leader C \$135,383, Canberra (PN: 33788)**

Gazetted: 09 October 2023

Closing Date: 23 October 2023

Details: The Assistant Director, Hearing and Vision position, under limited direction, is responsible for leading the Targeted Support Team (TST) Hearing and Vision professional teams to develop their professional skills and knowledge to support students and schools. They will be responsible for the day-to-day management of policies and projects and the provision of advice to senior executive. The successful applicant will also liaise with parents and broader school communities in relation to Hearing and Vision Support in ACT Government schools.

Eligibility/Other requirements:

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

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

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

Extensive experience in and/or knowledge of working in Inclusion and Disability education is highly desirable.

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Dempsey (02) 6207 1985 Lisa.Dempsey@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.

Strategic Policy and Reform**Analytics and Evaluation****NAPLAN and NAPLAN Online****Project Officer****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 38182)**

Gazetted: 10 October 2023

Closing Date: 23 October 2023

Details: The Analytics and Evaluation Branch is seeking applicants for the position of Project Manager to work in a small, motivated team that manages participation of ACT schools in local, national and international assessment including the coordination, management and support of NAPLAN in ACT schools.

The successful applicant will also have a role in managing data quality, reporting at the system, jurisdiction and national level. To achieve this effectively the successful applicant must be skilled in communication, familiar with statistical software and have a keen eye for detail.

The successful applicant will demonstrate well developed liaison, organisational and administrative skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Notes: This is a temporary position available from 23 October 2023 until 25 October 2024 with the possibility of permanency. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should outline your knowledge, skills and capabilities against the selection criteria listed in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ken Gordon (02) 6205 9498 Ken.Gordon@act.gov.au

Service Design & Delivery

Student Engagement

Clinical Practice

School Psychologist

School Psychologist \$91,839 - \$130,270, Canberra (PN: 28739, several)

Gazetted: 05 October 2023

Closing Date: 3 November 2023

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

ACT Education is seeking applicants for several permanent School Psychologist positions. We have positions available now, either working full time or part time. School Psychologists enjoy the benefits of teacher-based conditions and strong professional support. Provisional Psychologists who anticipate gaining general registration in the coming months are encouraged to apply.

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

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

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

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

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

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

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

Eligibility/Other requirements:

Prior to commencing in this role applicants require:

Current general registration as a psychologist with the Psychology Board of Australia. Applications will be considered for provisional psychologists who anticipate gaining general registration in the coming months.

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/wwvp)

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

Note: A merit pool will be established from this selection process and may be used to fill identical vacancies on a temporary or permanent basis over the next 12 months.

These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2023 - 2026* and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees.

For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2023 - 2026*

How to Apply: In your application, please provide statements addressing the Selection Criteria (*listed in the Position Description*) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Joan Webb (02) 6207 6986 Joan.Webb@act.gov.au

School performance and improvement

North and Gungahlin network

Gold Creek School

Communications and Attendance Officer - Gold Creek School

School Assistant 2/3 \$53,566 - \$64,989, Canberra (PN: 09144)

Gazetted: 05 October 2023

Closing Date: 12 October 2023

Details: Gold Creek School is seeking a highly motivated administration officer to join our school community. Gold Creek School is a P-10 School located in the Gungahlin area with current enrolments of 1311 students. Our School is made up of Hall Preschool, Nicholls Preschool, Gold Creek Junior site (K-6) and Gold Creek Senior site (7-10). We support individualised learning, through the implementation of the International Baccalaureate programmes, as a framework for teaching the Australian Curriculum.

As a member of the Student Services team this position is responsible for student attendance processes and triaging student support queries through our Student Services hub. In addition, sending out vital communications to our Gold Creek School community via our Whole School Newsletter.

Eligibility/Other requirements:

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

Applicants will have experience and practical knowledge of attendance processes in a P-10 multi campus ACT public school.

Experience and practical knowledge of Microsoft Sway.

Photo blurring techniques.

Experience and practical knowledge of Student Administration System (SAS) and the ability to edit PDF files.

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 supply the following:

A maximum two page supporting statement addressing the Position Description

A current curriculum vitae.

Written referee reports including name and contact details.

Copy of your Working with vulnerable (WWVP)

Copy of any relevant qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Lyttle (02) 6142 1340 Melissa.Lyttle@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.

Classroom Teacher

Classroom Teacher \$79,108 - \$117,538, Canberra (PN: Classroom Teacher, several)

Gazetted: 06 October 2023

Closing Date: 23 October 2023

Details: Graduate Primary teachers

Graduate Secondary

Inclusion and Disability Educators - Primary
 Inclusion and Disability Educators secondary - Teach in Canberra
 Primary school teachers - Teach in Canberra
 Mathematics and Science teachers – Teach in Canberra
 Physical Education, Health and Outdoor Education
 Design Technology teachers – Teach in Canberra
 Languages
 Arts- Visual, Drama, Dance and Music
 English, History and Social Sciences
 Programming, Electronics, Mechatronics Teachers
 · Ongoing professional development, in-school support, and mentoring.

About us

Join a leading learning organisation where *you* matter, working with experienced and supportive school leaders. By teaching in the growing ACT public school system, you will make a real difference to the lives of the young people of Canberra. In 2024, we're opening our 91st school in a system delivering excellent, inclusive and equitable outcomes for every child and young person.

We are seeking teachers specialising in English, History and Social Science teachers (year 7 to 12) to commence teaching in January 2024. You will be enthusiastic, innovative and willing to engage and nurture curiosity and creativity.

Our system offers nation leading pay and conditions and a better classification structure that supports school leaders, new educators and experienced teachers. We'll also help with your relocation expenses (up to \$12K). Experienced teacher salaries for 2024 range from \$101,477 to \$119,288, while graduate teacher salaries start at \$84,978.

Benefits of working in ACT public schools:

- Better workloads that prioritise developing educational leadership, innovative teaching and learning.
- A total of 4 staff development days a year, held at the beginning of each term (student free) from 2024.
- Guaranteed minimum 3 hours release time per week for all staff within school hours.
- Leading face-to-face teaching conditions.
- The right to disconnect outside of work hours and enjoy a better work/life balance in a progressive, diverse and inclusive city.
- A New Educator Support Program to set new educators up for success.

About you

You will be a dynamic, professional, and contemporary educator who will:

- Develop relationships across your professional and school community to provide the best student experience.
- Demonstrate an ability to work effectively and collaboratively in a team environment with like-minded educators who have a passion for their subject and teaching specialisation.
- Have strong class management skills enabling a supportive learning environment.
- Have subject expertise and the ability to teach inclusively across a broad age and ability range.
- Commit to collaborative professional engagement and professional learning.
- Commit to safeguarding and promoting the welfare of children.

Eligibility requirements for employment

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

- Hold and/or be eligible for teacher registration with the Teacher Quality Institute (TQI) prior to starting your employment.
- Hold a current ACT Working with Vulnerable People (WwVP) registration.
- Be an Australian citizen and/or be permanent resident and/or hold a valid working visa.

Business sponsorship is available but assessed on an individual basis. Email eduteachincanberra@act.gov.au to find out more.

Why Canberra?

- Enjoy a work/life balance in a progressive city where everything is only a 30-minute drive away!
- Teacher autonomy and flexibility in your choice of schools, without having to relocate from where you live.
- Canberra is a safe, welcoming, and multicultural city with an abundance of nature reserves, parks, lakes and mountains as well as contemporary and dynamic urban spaces, including extensive foodie and shopping precincts.
- Canberrans thrive in their active lifestyle; our residents have the highest participation level for organised sport in the country. Our community events are unsurpassed with regular artisanal markets and annual events including our spring festival featuring one million blooms by the lake, the renowned multicultural food festival and iconic hot air balloon festival in autumn.

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

How to apply

Apply via our job portal here noting you will need to attach the following documents:

- A two-page statement providing practice examples of your experience aligned to the Australian Professional Standards with an emphasis your pedagogical philosophy and how you have strived to meet the diverse needs of students.
- Your resume.
- Contact details of two referees.
- A copy of your registration from your local regulatory authority. If currently studying, evidence of enrolment in an accredited Initial Teacher Education program.

We welcome applications from teachers all year round. Please email us at eduteacherrecruitment@act.gov.au to find out about the many opportunities with ACT public schools.

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

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

School Performance and Improvement

North Canberra and Gungahlin Network

Shirley Smith High School

Executive Assistant and Administration Officer - Shirley Smith High School

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 62438)

Gazetted: 05 October 2023

Closing Date: 19 October 2023

Details: Shirley Smith High School is located in the Gungahlin district of Canberra and will open in 2024. The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff. The new school will provide high quality contemporary indoor and outdoor learning environments. These inclusive facilities will support students with a diverse range of learning and social needs. Shirley Smith High School will offer a modern, dynamic learning and teaching environment. The school will implement the Australian Curriculum and the specialist programs to be offered will be determined as part of the planning and induction process.

This is a school operational position that is responsible for providing quality customer service, a high level of attention to detail and the ability to exercise sound judgement and flexibility.

The successful applicant will provide high level of Executive support to the Senior Leadership team and work closely with the Business Manager. The role requires strong time management, effective organisational skills, and the ability to work in a busy growing environment.

The Executive Assistant and Administrative Officer will play an important role in contributing as an effective member of the school administration team.

Eligibility/Other requirements:

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

Desirable:

Knowledge of Sentral systems as well as other software packages such as Microsoft Excel and databases- such as Kronos, Daily organiser

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

Knowledge of office practices and procedures.

First Aid qualification.

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 your response of up to three pages addressing each of the Selection Criteria as outlined in the Position Description, together with your current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sumana Sen (02) 6142 0004 Sumana.Sen@ed.act.edu.au

Business Services**Infrastructure and Capital Works****School Infrastructure Management / Repairs & Maintenance****Assistant Director Repairs & Maintenance****Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 31570)**

Gazetted: 11 October 2023

Closing Date: 25 October 2023

Details: BUSINESS UNIT OVERVIEW

The Infrastructure and Capital Works Branch (ICW) is responsible for the overall management of public school buildings and infrastructure and the Directorate's corporate office facilities and infrastructure. The branch manages the planning and construction of new schools, capital upgrades (modernising of existing facilities), repairs and maintenance, landscaping, car parks, environmental sustainability (water and energy reduction) and hazardous materials removal. It is also responsible for afterhours security incidents at schools.

The Repairs and Maintenance (R&M) unit manages the repairs and maintenance of ACT Government school buildings and facilities including:

- General repairs and maintenance in schools.
- Hazardous materials removal and school hazardous materials management plans.
- Fire, emergency lighting and security systems.
- Tree safety assessments.
- Lifts and automatic doors.

School insurance claims.

- Maintenance of Heating, Ventilation and Air Conditioning (HVAC) systems in all schools.
- Preschool grounds maintenance including replenishment of preschool soft fall areas and sandpits.

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

Note: This is a temporary position available immediately until 29 March 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply Applicants 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: Clair Gumley 0401 138 649 Clair.Gumley@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services**Offender Reintegration****Director, Women's Community Centre****Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 36319)**

Gazetted: 11 October 2023

Closing Date: 25 October 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, Women's Community Centre (SOGB), with Offender Reintegration.

This will be a challenging and rewarding position that will manage the reintegrative services that support Women detainee's successful return to the community.

Through a thorough understanding of the reintegrative needs of Women offenders across the sentence continuum, the successful applicant will work collaboratively with other internal and external stakeholders to ensure the delivery of integrated services promoting rehabilitation and reintegration.

In addition, you will review and report on the efficiency of effectiveness of services and coordinate the implementation of quality assurance measures, compliance monitoring and risk management practices.

Further to this, you will manage new projects and ongoing initiatives including identification of improvements to the Women's Community Centre, that seek to minimise the need from Women detainees to share facilities with male detainees.

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also have a demonstrated capacity in managing a complex operational area.

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. In addition, reasonable adjustments can be provided.

Eligibility/Other Requirements:

Relevant tertiary qualifications in a related field would be highly desirable.

Eligible persons may be required to undergo a Police Check.

Current registration issued under the Working with Vulnerable People Act 2011 is essential.

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 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: Kim Heidke (02) 6207 9837 Kim.Heidke@act.gov.au

ACT Corrective Services

Custodial Operations

Aboriginal Liaison Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 47532)

Gazetted: 11 October 2023

Closing Date: 25 October 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Aboriginal Liaison Officer (ASO6), within Custodial Operations.

This position is based at the Alexander Maconochie Centre (AMC) and is responsible for providing a high level of culturally appropriate welfare services to Aboriginal and Torres Strait Islander detainees, with respect to issues being experienced both within and outside of the custodial environment. In addition, you will also support comprehensive case management services to Aboriginal and Torres Strait Islander detainees.

The successful applicant will assist Aboriginal and Torres Strait Islander detainees in accessing legal, welfare and other support services and provide information and advice to the families of detainees, to assist them to alleviate the negative impacts of having an incarcerated family member.

Further to this, you will be required to contribute to the implementation of the recommendations of the Royal Commission into Aboriginal Deaths in Custody.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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

Eligibility/Other Requirements: This is an Aboriginal and Torres Strait Islander identified position.

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.

Eligible applicants will be required to undergo a criminal history check and undertake ACTCS Security Awareness training.

This position requires a Working with Vulnerable People Check.

How to Apply: Applicants are required to submit the following: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicola Guthrie-Smith (02) 6207 0977 Nicola.Guthrie-Smith@act.gov.au

ACT Corrective Services

Offender Reintegration**Offender Reintegration****Director, Offender Reintegration Projects****Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 56963)**

Gazetted: 10 October 2023

Closing Date: 24 October 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, Offender Reintegration Projects (SOGB), within Offender Reintegration.

The successful applicant will be responsible for project management and the delivery of key strategic projects that focus on service delivery and governance improvements for Offender Reintegration.

In addition, you will coordinate activities and ensure collaboration across various teams involved in the implementation of key projects, providing leadership through influence to ensure successful change management and project implementation and.

Further to this, you will provide subject matter expert advice on Offender Reintegration services including compliance to polices, legislation and delegations.

To be successful, you will be required to demonstrate exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders, in addition to strong project management skills and experience in leading business change initiatives.

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

Eligibility/Other Requirements:

The successful candidate will be required to undergo a criminal record check.

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

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

How to Apply: Applicants are required to submit the following: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashleigh Marian (02) 6207 2696 Ashleigh.Marian@act.gov.au

Office of Director-General**Executive Officer to the Director-General****Senior Officer Grade B/A \$138,476 - \$160,541, Canberra (PN: 13047)**

Gazetted: 10 October 2023

Closing Date: 24 October 2023

Details: The Executive Officer provides high-level advice and support to the Director-General to:

Ensure the efficient and optimal operation of ODG business, activities and outcomes, and maintains strong working relationships with Directorate leaders, Ministers (and their Offices) and other ACTPS senior executives.

Act as a trusted advisor by proactively identifying and raising issues and risks requiring Director-General's attention.

Provide support and manage the Director-General and Deputy Directors-General participation in meetings, briefings, presentations, events etc, including coordination and/or drafting of material.

Prepare executive correspondence, briefs, talking points, speeches etc and conduct research and analysis on issues for the Director-General.

Support other Executive Officers, Executive Assistants and senior executives to enable broader Directorate operations and engagement with ODG.

The successful applicant should have a good knowledge, or capacity to quickly gain good knowledge, of the foundations of the Directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. Strong communication abilities, attention to detail and commitment to working as part of a small team are also important attributes for undertaking the role.

This position also requires the highest degree of Integrity and trust due to exposure to highly sensitive material and classified government matters.

Eligibility/Other requirements: Possession of, or ability to acquire, a Negative Vetting Level 1 security clearance.

Notes: This is a temporary position available immediately for a period of 12 months with the possibility of extension up to a further 6 months. The successful applicant will be engaged at either the Senior Officer Grade B or Senior Officer Grade A level depending on their current level, skills and experience. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a one or two page pitch outlining their Professional/Technical skills, Knowledge and Behavioural capabilities, along with a curriculum vitae, including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicola Cowan (02) 6207 0501 Nicola.Cowan@act.gov.au

Registrar's Office

ACT Courts and Tribunal

Executive Director, Courts Programs

ACT Courts and Tribunal Legal 3 \$172,620 - \$180,081, Canberra (PN: 61555)

Gazetted: 09 October 2023

Closing Date: 16 October 2023

Details: The position is responsible for supporting the work of the Registrar of the ACT Supreme and broader Court operations. This includes representing the Registrar at meetings and supporting the consideration and implementation of amendments to policies and procedures.

WHAT YOU WILL DO

Provide legal advice and support to the Chief Justice, Registrar and Senior Executive of ACTCT on the implications of new policy proposals and options for implementation on complex or significant legislative amendments (including options for implementation of those proposals)

Drive development and implementation of programs, practice and procedure to support innovative and efficient operations of the ACT Supreme Court and the ACTCT;

Represent the ACT Supreme Court and the ACTCT at sensitive and /or strategic external meetings including but not limited to court user groups, professional bodies and the Directorate or Whole-of-Government working groups;

Proactively progress strategic projects of extensive breadth, complexity or significance, and as appropriate, direct other staff on practice and procedures in the Courts.

Identify and drive the implementation of improvements in the operation of the Drug and Alcohol Sentencing list (DASL), including engaging in strategic planning to improve accessibility to the DASL.

Drive the development and implementation of DASL program reform, practice and procedure (policies, procedures, rules, forms, practice directions and information products with respect to DASL.

Co-Design with the DASL team program manuals, tools, processes and quality systems to support a DASL reporting and evaluation framework.

This position does not involve direct supervision of staff.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

Demonstrated experience in implementing communication strategies and tactics across digital and traditional mediums.

Have a highly developed understanding of case management to support innovation and development of digital case management across the Courts jurisdictions.

Utilise a high degree of legal, analytical and conceptual skills to examine, scrutinise and evaluate information, data and documents to provide advice on court practice and procedure.

Behavioural Capabilities

Exercise an extensive degree of independence to analyse highly complex legal, policy and legislative proposals and to provide high level strategic, resourcing, procedural and advice to the Registrar, Senior Executive of ACTCT and third party stakeholders; Proactively identify within the Courts or Tribunal opportunities for increased efficiency and provide advice for improvements to the Registrars and Senior Executive, implement and lead agreed change programmes;

Develop and manage relationships with internal and external stakeholders, engage and collaborate to achieve outcomes and facilitate cooperation;

Presenting and advocating for the ACTCT's position in the context of very complex to key stakeholders within and outside the ACTCT;

Providing a direct customer or client service and support on complex matters and handling customer complaints and problems.

Eligibility/ Other Requirements:

This position requires a degree in laws of an Australian tertiary institution, or a comparable overseas qualification.

This position requires admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

Notes: This is a temporary position available until 30 June 2024 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit an expression of interest limited to no more than two pages outlining your skills and experience relevant to the Professional/Technical skills and Knowledge and Behavioural capabilities required for the position

Applications should be submitted via the Apply Now button below.

Contact Officer: Jayne Reece (02) 6207 1203 Jayne.Reece@courts.act.gov.au

Registrar's Office

Senior Director Supreme Court Operations

Senior Officer Grade A \$160,541, Canberra (PN: 62422)

Gazetted: 09 October 2023

Closing Date: 23 October 2023

Details: The Senior Director, Supreme Court Operations supports the Supreme Court Registrar in the overall management and day-to-day operations of the Supreme Court. This includes:

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

Exercising a significant degree of independence (under broad direction) and undertaking work with a high level of complexity and sensitivity.

Developing operational strategies, policies and practices to support ACTCT objectives.

Leading the implementation of any workplace transformation and change programs.

Working collaboratively as part of the Operations Leadership Team with at level counterparts across the ACTCT to deliver shared outcomes. This position is also part of the Executive leadership team.

WHAT YOU WILL DO

Under the broad direction of the Registrar, Supreme Court, you will:

Lead a team to deliver timely and high-quality registry services that support the business of the Court and comply with relevant legislation, rules and practice directions. This includes identifying and managing key risks, providing advice, and developing and maintaining procedural guides on matters of legislation and court practice.

Develop and implement any operational and workplace transformation and change programs. This includes establishing systems, processes and practices to deliver ACTCT objectives and strategies such as the Strategic Intent and annual Business Plans.

Identify, recruit and develop staff. This includes overseeing recruitment and onboarding, assigning staff to critical tasks, monitoring performance, and identifying training and development requirements.

Build a strong, respectful, and supportive workplace culture including leading by example, and championing culture, safety and wellbeing initiatives.

Monitor and report against key indicators and statements of performance, including maintaining an evidence-base and preparing complex reports to support business cases and other projects.

Manage resources within budget, developing new budget proposals, monitoring expenditure, identifying and mitigating risks, and resolving issues.

Develop and maintain effective relationships with the judiciary, stakeholder and user groups, the Justice and Community Safety Directorate, other Government agencies and members of the community.

Actively participate in and contribute to the Operations Leadership Team and the Executive, ensuring a coherent and collegiate approach to operations, workloads and resources across the ACTCT.

Work closely with the Registrar, Supreme Court and other Senior Executive of the ACTCT in the overall management of the organisation by contributing to its leadership, management and strategic direction.

Undertake other duties appropriate to the classification level.

This position involves direct supervision of staff.

This position is an operational senior director role and as such may be redeployed to any other senior director role within ACTCT at the same level as needed.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

High level strategic thinking and analytical skills including demonstrated experience in leading a large team and strategic planning to support the organisations strategic direction in a dynamic changing environment.

Highly developed leadership, interpersonal and collaboration skills including the ability to consult, negotiate and influence on sensitive matters.

Demonstrated ability to operationalise procedures including for example complex legislative policy and administrative frameworks.

Experience in leading change management and building and sustaining an innovative and customer focused organisational culture.

Experience in and commitment to continual improvement.

Behavioural Capabilities

High level communication skills including the ability to negotiate, influence and build partnership with internal and external stakeholders to deliver solutions.

Demonstrated high level organisational skills, including the ability to multitask, prioritise work, respond to fast changing operational requirements.

Demonstrated understanding and commitment to the implementation of the principles of Respect, Equity and Diversity (RED), ACTPS values and principles, participative work practices, work health and safety, staff development and training.

Eligibility/ Other Requirements:

Tertiary qualifications and experience in management, law, public policy or other relevant discipline are highly desirable.

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

How to Apply: Please submit an Expression of Interest limited to no more than two pages outlining your skills and experience relevant to the Professional/Technical Skills and Knowledge and Behavioural Capabilities required for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jayne Reece (02) 6207 1203 Jayne.Reece@courts.act.gov.au

Emergency Services Agency

Corporate

ESA Training

ESA Training, Quality Coordinator

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 07907)

Gazetted: 10 October 2023

Closing Date: 30 October 2023

Details: The ACT Emergency Services Agency is looking for a highly skilled and experienced candidate for an exciting opportunity to work within the Emergency Services Agency (ESA) Training, Registered Training Organisation (RTO) Team.

The ESA Training, Quality Coordinator requires well developed organisation skills including the ability to effectively manage competing priorities to ensure quality and compliance within the ESA Registered Training Organisation (RTO). The position requires a high level of attention to detail with the individual possessing a thorough understanding of the Standards for RTOs.

Additionally, in this role you will oversee the Training Management System (TMS) for staff and volunteer training records, assist the services across the ESA with the design & development of accredited training materials including the validation and evaluation of these accredited training programs.

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

Eligibility/Other requirements:

Driver's licence 'Class C' is essential.

Certificate IV in Training and Assessment or higher qualification is desirable.

Experience working in the VET environment is mandatory for this role.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Penca (02) 6207 6255 Daniel.Penca@act.gov.au

Legislation, Policy and Programs

Civil and Regulatory Law

Director, Civil and Regulatory Law

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 51815, several)

Gazetted: 09 October 2023

Closing Date: 23 October 2023

Details: Two Director (SOG-B) vacancies exist in the Civil and Regulatory Law Branch, providing an opportunity to work in an exciting and innovative policy environment. The Civil Law and Regulatory Branch develops and implements policy, legislation and programs relating to general civil law; administrative law; access to justice; legal assistance; courts and tribunals; citizens' rights and consumer protection; residential tenancies; defamation; human rights; discrimination; privacy; courts and tribunals; retirement villages; commercial law; property; liquor, racing and gaming policy and a range of regulatory matters.

As a Director in the Civil and Regulatory Law Branch, you will have responsibility for working on a range of challenging and interesting policy and legal issues, supported by a friendly and experienced leadership team. The work undertaken is relevant and current to the ACT and you are often rewarded with seeing your work take shape within the community.

Permanent Vacancy

A permanent Director/Manager (SOG-B) position in the Human Rights and Social Policy team will become vacant in early 2024. This area is responsible for a broad range of social policy including human rights and discrimination legislation, official visitors, births deaths and marriages registration; privacy law, guardianship and preventing elder abuse. HRSP is also responsible for scrutinising and assessing all Government Bills for compatibility with the Human Rights Act 2004 (HRA); liaising with policy officers to address compatibility issues; advising the Attorney-General on compatibility; and delivering human rights training. This role will contribute to leading the delivery of critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They will be responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers across diverse areas of civil law. Supervision and leadership of staff will be required in this role.

Temporary Vacancy

A current temporary vacancy exists in the Access to Justice Team at the Director (SOG-B) level. The Director will lead our Courts and Tribunal Policy team in the Access to Justice section. The Director will have responsibility for progressing legislation to improve access to justice and support efficiencies in the Courts and Tribunal, facilitating appointments to the Courts and Tribunal and supporting future Coronial Reform initiatives. The Director will also lead legislative reform relating to electoral policy and support implementation of the National Redress Scheme for Child Sexual Abuse.

In addition to the two vacancies above, there may be further opportunities at the Director level (SOG-B) across the Civil and Regulatory Law Branch, for up to 12 months.

Directors are responsible for developing and delivering sound policy initiatives to achieve the ACT Government's objectives. The Director will need to be highly organised, pay attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector and industry. The Director will need excellent analytical and research skills in relation to policy and legislation.

The Director will need to be highly organised, pay attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector and industry. The Director will need excellent analytical and research skills in relation to policy and legislation.

Eligibility/Other requirements: Relevant tertiary qualifications in law or a related field or significant study towards gaining qualifications is highly desirable.

Notes: The temporary vacancy is available for a period of 10 months with a possibility of extension. 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: Applications are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description; and a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nadia Marjan (02) 6207 9655 Nadia.Marjan@act.gov.au

Emergency Services Agency

Assistant Commissioner Corporate

Public Information & Engagement

Assistant Director, Public Information

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 10714)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

Details: The ACT Emergency Services Agency (ESA) is seeking an experienced communications professional with a passion for delivering meaningful, high-quality communications to support community safety. As a member of the Commissioner's Office, you will develop campaigns, manage media events, and lead on public information in line with Directorate and whole of government policies and expectations. You will assist the Director, Public Information and Engagement to lead a small and effective team to oversee communications plans, reactive media, media strategies and stakeholder engagement.

You will need to quickly build and maintain relationships with frontline emergency staff, ESA executives, volunteers and team members to assist with the delivery of effective emergency information and education to the community. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

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

Experience working in a high pressure, fast-paced environment such as emergency services is highly desirable.

An understanding of and experience in direct media liaison, preferably with the ACT media is highly desirable.

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

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/wwvp)

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

This is a front-line role and may require you to act promptly and constructively during a Territory Emergency Incident. This may include work outside of normal hours or on weekends which will be remunerated in accordance with the relevant enterprise agreement.

How to Apply: Expressions of interest 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. Applicants should also attach a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kaylee Rutland (02) 6205 6746 Kaylee.Rutland@act.gov.au

Security and Emergency Management Division

Security Branch

Senior Director, Protective Security

Senior Officer Grade A \$160,541, Canberra (PN: 35392)

Gazetted: 06 October 2023

Closing Date: 20 October 2023

Details: The Security and Emergency Management Division (SEMD) is looking for an experienced leader to join our small, high-functioning team as Senior Director, Protective Security to lead on whole-of-government security policy development and implementation. SEMD provides security and emergency management expertise, advice and leadership at whole of government level.

To be successful in this role, you will have significant experience in policy development and implementation, have great process, coordination and communication skills and sound project management skills to ensure delivery of key initiatives. Key duties will include leading the development and implementation of new protective security and security vetting policies. You will be responsible for preparing a wide range of documentation, coordinating and contributing to administrative activities, and delivering on policy and project initiatives within timeframes and budgets. If you are super organised, self-motivated and enjoy working in a fast paced and dynamic environment, this is the role for you!

How you go about your work is important to us as we have worked hard to build a positive workplace culture in our division. You will need to be skilled at work collaboratively with colleagues, and will be expected to contribute to maintaining our positive culture and upbeat momentum.

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 role requires you to obtain and maintain an Australian Government NV1 security clearance. To be eligible for an NV1 security clearance, you must be an Australian citizen.

Note: This is a temporary position available immediately until 21 June 2024. 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a two-page application addressing the Skills, Capabilities and the job specific criteria and a current curriculum vitae with details of two referees, including a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laila Kazak (02) 6207 9289 Laila.Kazak@act.gov.au

Community Safety

First Nations Justice Branch

Secretariat and Policy Officer for the First Nations Justice Branch

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 62904)

Gazetted: 05 October 2023

Closing Date: 19 October 2023

Details: Are you an experienced Secretariate with a passion for First Nations justice initiatives? Are you looking for an opportunity to work with the local First Nations community to deliver meaningful outcomes for those experiencing the justice system? We want to hear from you!

We are a small but deadly team who draw on our cultural connections and relationships with community, to deliver meaningful programs and services for First Nations People in contact with the justice system. We are looking for fresh energy and experience to enhance the way we work with community and contribute to whole of Directorate reporting obligations on local and national agreements related to Aboriginal and Torres Strait Islander justice.

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

Notes: This is a temporary position available 1 December 2023 until 30 November 2024.

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: Sabrina Antonakos (02) 6207 5481 Sabrina.Antonakos@act.gov.au

Office of the Director of Public Prosecutions (ACT)

Criminal Practice

Paralegal Grade 2

Paralegal Grade 2 \$70,403 - \$76,255, Canberra (PN: 38473, several)

Gazetted: 05 October 2023

Closing Date: 19 October 2023

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

Our Vision:

A prosecution service that is independent, confident, efficient and effective, delivering justice for all and making the community safer.

A prosecution services focussed on professionalism.

Trusted prosecutors who exercise sound judgement.

Independent in our decision-making, making prosecution decisions free from emotion, improper influence and in the interests of justice.

Transparent, accountable, and fair in our decision making.

Flexible, streamlined and efficient in how we work.

Our Mission:

Maintain the integrity of the office.

Be visible and responsive to the community.

Be sensitive to the needs of the victim, ensuring that victims are supported, and their voices are heard.

Operate fairly, protecting the innocent and upholding the rule of law.

Argue for appropriate punishments that are focused on addressing the causes of offending.

Our Values:

Treat everyone with respect.

Be independent and fair.

Behave professionally and constantly strive for excellence.

Be honest and open.

Position Overview:

The ACT Director of Public Prosecutions is the independent prosecutions authority of and for the Australian Capital Territory and is seeking to fill vacancies at the Paralegal Grade 2 level. The successful applicants will provide administrative services and support to prosecutors and facilitate the business of prosecuting with external agencies. Paralegals perform a key role in ensuring the efficient delivery of information and legal services within the ODPP.

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

Eligibility/Other requirements:

The successful applicant will be required to undergo a criminal record check.

A merit pool may be established to fill identical vacancies over the next 12 months.

Note that this position requires the right person to work in the office five (5) days per week.

How to apply: Please submit a written “pitch” of no more than two pages responding to the capabilities listed under ‘What You Require’ in the Position Description, along with your current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Smith (02) 6207 5399 Margaret.Smith@act.gov.au

Legal Aid Commission

There were no vacancies this week for Legal Aid Commission

Major Projects Canberra

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

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

Major Projects

Division Infrastructure Delivery Partners

Title Program Manager

Classification Infrastructure Officer 4 salary 136,524 - 155,109, Canberra (PN: 62606)

Gazette Date: 10 October 2023

Closing Date: 24 October 2023

Details: Are you our new Program Manager for the Electrification of Government Gas Assets Program?

The Electrification of Government Gas Assets Program will be delivered as a centralised Whole-of-Government Program of Works by Major Projects Canberra, supporting the ACT Government in meeting its target for net zero emissions from Government operations by 2040. The Program will involve electrification of space heating and hot water assets and associated network upgrades in ACT Government owned and operated facilities. Over the next 15-20 years the program is expected to replace and electrify over 1,000 assets across nearly 200 sites.

As Program Manager you will:

- Lead the development of a robust program management framework to optimise environmental, economic and social outcomes.
- Implement the program management framework and governance methodologies to ensure program objectives are delivered, and decisions are made in an open, transparent and accountable manner.
- Provide high quality program reporting and sound advice for government, the Minister for Water, Energy and Emissions Reduction and relevant governance committees.
- Represent the program, or directorate at whole of government or industry committees as required.
- Communicate effectively, work collaboratively, and build effective relationships and partnerships with government directorates and stakeholders to ensure that the program delivers on the functional and operational requirements.
- Develop and implement effective program level engagement strategies with Directorates which are transparent and provide appropriate opportunities for contribution and feedback to ensure expectations for the program are appropriately considered.

The Position Description provides more details on this exciting opportunity.

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:

Positions classified as Infrastructure Officers (IO) require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

- 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/program management experience.

Desirable:

- Understanding and experience in the development and delivery of climate change programs with a focus on electrification.
- Hold or willingness to obtain the following National Accreditations:
 - General Construction Induction Card (White Card)
 - 10830NAT - Course in Crystalline Silica Exposure Prevention.
 - 80803ACT, 10314NAT, 10675NAT, or 11084NAT - Course in Asbestos Awareness.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

How to Apply: Please submit no more than a two page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees. Please provide copies of relevant degrees and qualifications as per the mandatory requirements outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Di Stewart (02) 6205 4141 Di.Stewart@act.gov.au

Canberra Theatre Redevelopment Project**Senior Design Manager**

Infrastructure Manager/Specialist 2 \$187,632, Canberra (PN: 62024)

Gazetted: 11 October 2023

Closing Date: 1 November 2023

Details:

Excellent Remuneration package

Relocation Expenses

Diverse and rewarding role

Flexible working including hybrid office/home arrangements

We have an exciting opportunity for a highly experienced and motivated Senior Design Manager to join our Canberra Theatre Redevelopment (CTR) Project team within Major Projects Canberra (MPC).

The CTR project team will be leading the design development and delivery for the redevelopment of the new Canberra Theatre Centre. Led by the Project Director, CTR, the team will be responsible for the procurement, planning, stakeholder and community engagement, design development and construction of a new Canberra Theatre Centre as the foremost Performing Arts Centre in the ACT.

The project, situated close to City Hill, will encompass a new 2000 seat Lyric Theatre and major redevelopment of the existing Canberra Theatre, Playhouse and Courtyard Studio.

The Senior Design Manager will work closely with the Senior Director, Design in the management of the lead design consultant team. This will include ensuring the project adheres to the government's statutory processes and policies as well as implements value for money planning, design, and construction solutions for each package of this project in line with the *Government Procurement Act 2001 (ACT)*, *Workplace Health and Safety Act 2011 (ACT)*, Secure Local Jobs Code, and the Capital Framework.

Tasks will include providing leadership to the project's design consultant teams and the Territory's peer review consultants, the management of specific design management assignments and tasks within the CTR project team, and the management and monitoring of documentation/registers, governance reports and documentation.

This role requires a highly skilled person to lead and manage a small team, provide strategic direction and leadership as well as representing and negotiating on behalf of the Project.

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

As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have at least 10 years relevant experience in Project Management.

Desirable:

Demonstrated experience in directing the planning approvals process within the ACT.

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: Interested candidates are requested to submit no more than three pages outlining relevant skills and experience against the professional/technical skills and knowledge and behavioural capabilities within the Position Description, as well as a current curriculum vitae, two Referees and copies of mandatory qualifications.

Applications to be sent to construction@capstonerecruitment.com.au

Applications should be sent to the Contact Officer.

Contact Officer: Sally Virgona (02) 9146 6660/0432183158 construction@capstonerecruitment.com.au

CIT Woden Campus Project

Senior Director Commercial

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 50891)

Gazetted: 05 October 2023

Closing Date: 26 October 2023

Details:

Excellent Remuneration package.

Relocation Expenses.

Diverse and rewarding role.

Flexible working including hybrid office/home arrangements.

Are you looking for the right project to leverage your skills and experience to work with the Canberra Institute of Technology (CIT) Woden Campus Project team within Major Projects Canberra (MPC).

We have an exciting opportunity for a highly experienced and motivated Senior Director Commercial to join our dynamic team, in one of the most liveable cities in the world.

The CIT Woden Campus Project is in the process of delivering a purpose-built CIT Campus, Youth Foyer and a new public transport interchange in the Woden Town Centre, as well as CIT Yurauna, a new dedicated Aboriginal and Torres Strait Islander Educational Centre of Excellence located at the CIT Bruce Campus.

The Senior Director, Commercial for the CIT Woden Campus Project is one of the key roles within the CIT Project team responsible, in liaison with the Deputy Chief Projects Officer and the Project Director, for the execution of commercial, legal, financial and risk management, including project controls, records management and procurement management deliverables across the project development and delivery.

The role requires building strategic relationships, working collaboratively with, and supporting the Deputy Chief Projects Officer and the Project Director in advising the highest levels of ACT industry and government, including ACT Cabinet, individual Ministers, Directors-General, the CIT Project Board, peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others.

The Senior Director, Commercial will support Major Projects Canberra's executive and the ACT Government in significant and complex negotiations, the evaluation of private sector project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. The role will provide strategic, and commercial leadership within a dynamic, high profile and high-pressure working environment.

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

Eligibility/Other requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

Have at least 10 years relevant experience in Project Management.

Desirable

Experience in commercial management of Design and Construct and Construct only and related procurement methodologies and/or the General Contract 21 (GC21) forms of contract.

Public sector background or demonstrated understanding of policies, legislation and procurement processes.

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: Interested candidates are requested to submit no more than three pages outlining relevant skills and experience against the professional/technical skills and knowledge and behavioural capabilities within the Position Description, as well as a current Curriculum Vita, two Referees and copies of mandatory qualifications. To obtain the information for Candidates, email construction@capstonerecruitment.com.au, Attention: Sally Virgona or Leanne Morley. If further information is required after reviewing documentation and <https://www.act.gov.au/majorprojectscanberra/home>, contact Sally Virgona on +61 2 9146 6660 / 0432183158 or Leanne Morley on +61 9146 6660 / 0424753024.

Applications to be sent to construction@capstonerecruitment.com.au, Attention: Sally Virgona and Leanne Morley.

Applications should be sent to the Contact Officers.

Contact Officer: Sally Virgona/Leanne Morley 02 9146 6660 / 0432183158
 construction@capstonerecruitment.com.au

Office of the Legislative Assembly

There were no vacancies this week for Office of the Legislative Assembly

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

There were no vacancies this week for Suburban Land Agency

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

Deputy Director-General, City Services

Temporary Vacancy (24 November 2023 to 23 May 2024)

Transport Canberra and City Services

City Services

Position: E868

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 9 October 2023

Transport Canberra and City Services is seeking an experienced leader to fill the position of Deputy Director-General, City Services, commencing 24 November 2023 – 23 May 2024. This position will be advertised for long term filling. In the event that this process is completed prior to 23 May 2024 the contract may be terminated early. Reporting to the Director-General and working collaboratively with the Executive team, the Deputy Director-General is accountable for the delivery and management of municipal infrastructure and public places of Canberra. This includes public civil assets such as the road, stormwater and shared path network, bridges, public parks and the urban forest. The Deputy Director-General also leads capital works delivery for this infrastructure and delivery of waste management including increased recycling and circular economy opportunities. The Deputy Director-General will demonstrate an excellent customer service record and the financial and asset management skills to operate under a defined budget. The successful applicant will be adept at conceptualising the necessary steps required for projects in order to prioritise effectively and meet timeframe. They will also have the ability to deliver outcomes using innovative solutions and to challenge problems that may impede success. The Deputy Director-General must have thorough understanding and knowledge of the ACT Government's longer term strategic ambition. The DDG needs to work effectively and liaise with a range of stakeholders including Ministers' Offices, ACT agencies, Commonwealth Government agencies, Industry and the community. The DDG will have the ability to establish confidence within the community that decisions have a sound rationale behind them and that projects will be delivered effectively.

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 \$395,123 - \$410,968 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$352,128.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Karen.Doran@act.gov.au by COB Monday 16 October 2023.

Contact Officer: Karen Doran (02) 6207 1229 Karen.doran@act.gov.au

City Services**City Presentation****Programs and Planning, Place Management****Assistant Director - Planning and Programs****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 00543)**

Gazetted: 10 October 2023

Closing Date: 24 October 2023

Details: Are you a collaborative leader with experience supporting horticultural and technical teams in the delivery of operational programs and technical projects? Are you always looking for ways to improve services and make them more sustainable? Is making informed decisions confidently a special talent of yours? Then this job may be for you.

Eligibility/Other Requirements:

Relevant qualifications (such as Horticulture, Agriculture, Natural Resource Management, Environmental Science) are essential.

Workplace Health and Safety Induction (White Card) or willingness to obtain

Asbestos Awareness card or a willingness to obtain

Working with Vulnerable People card or willingness to obtain

Crystalline Silica Awareness Card or willingness to obtain.

Current manual drivers licence

Note: This is a temporary position available from 15 January 2024 until 16 August 2024. Selection may be based on application and referee report only.

How to Apply: Applicants should submit a written response to the selection criteria (max three pages) along with a copy of current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Marriage (02) 6207 6474 Sue.Marriage@act.gov.au

Territory and Business Services Group**Domestic Animal Services****Investigator - Domestic Animal Services****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 44938)**

Gazetted: 10 October 2023

Closing Date: 31 October 2023

Details: Investigators play a critical role in Domestic Animal Services' enforcement of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*. Based at the Domestic Animal Services facility in Symonston, they work closely with Rangers to investigate alleged breaches of these acts, particularly around dog attacks, animal welfare incidents, and animal nuisance complaints.

Investigators accompany Rangers in the field to take witness statements from complainants and others who are involved in serious or complex dog attacks and other incidents. They create investigation plans, compile prosecution briefs of evidence, Tribunal documents, appeal papers, and prepare documents to required standards for both criminal and civil matters.

This position is appointed as an Authorised Person and Inspector under the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*. This position does not involve direct supervision of staff.

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

How to apply: Applicants must address each selection criteria (up to 350 words per criteria). Please take into consideration the "What you require" section when addressing how you have demonstrated the selection criteria. Applicants must also supply a current curriculum vitae and contact details of two references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqueline Gardner (02) 6207 5396 Jacqueline.Gardner@act.gov.au

Transport Canberra and Business Services

Transport Canberra

MyWay+

Director, Public Transport Support Solutions Contract Manager

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 35989)

Gazetted: 09 October 2023

Closing Date: 16 October 2023

Details: Transport Canberra is seeking an enthusiastic and experienced Director to lead, manage and deploy public transport solution contracts including fare collection and bus movement for fleet performance. These systems operate mostly in a self-contained and secure environment, however there is a need to manage process and compliance interfaces with other corporate and transport systems and technology.

The Director, Public Transport Support Solutions Contract Manager, as product champion, manages the full product life cycle to ensure that customer and user needs are met and that all targets (commercial and performance) are achieved. This includes:

Continual market analysis and research, collection of feedback and expert opinion, and usage data to understand needs and opportunities.

Prioritising of system and service requirements, developing systems roadmaps and owning the backlog of systems improvements.

Develop proposals and business cases for retirement/replacement and enhancements.

Assist in the selection and adoption of replacement systems or enhancements, coordinate customer testing and support communications and training through the development of actionable transition plans.

Transport Canberra wants to provide an enhanced customer/user experience through its transport systems, and as such, is focussed on procuring quality commercial systems with contracted support. The Director, Public Transport Support Solutions Contract Manager is responsible for managing these commercial arrangements and will actively support and engage with experts and stakeholders to ensure continual improvements are identified through review and benchmarking processes. This includes:

Using key performance indicators to monitor and challenge performance and identify opportunities for continual improvement.

Developing strategies to address under-performance and compliance failures, including the application of contract terms.

Identifying where changes are required, evaluate the impact, and advise stakeholders about the implications and consequences, and

Negotiates variations and seeks appropriate authorisation where necessary.

Eligibility/Other Requirements:

Experience and knowledge of system management and project management principles, methodologies and tools

Experience and knowledge of contract management principles, methodologies and tools

Tertiary or equivalent in a Contract Management discipline would be an advantage.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a designated Activity Based Working (ABW) environment. ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space. This branch operates in a hybrid working environment, providing employees with the opportunity to split their working hours between home and office. To foster an environment of collaboration, information sharing and building connections, we ask that staff commit to working a minimum of 20% of their weekly hours from the office.

How to Apply: Please submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark White (02) 6207 4698 Mark.White@act.gov.au

City Services

ACT NoWaste

Strategic Coordination and Planning

Assistant Director, Service Design and Delivery

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 44702)

Gazetted: 09 October 2023

Closing Date: 30 October 2023

Details: Do you want to make a positive difference to the way Canberra sustainably manages waste? ACT NoWaste is seeking a motivated, dedicated and high performing Senior Project Officer to work in the Strategic Coordination and Planning team to deliver exceptional waste services.

ACT NoWaste is unique in recycling and waste management in Australia. We work across both state/territory and local government-level functions, which provides opportunities to influence waste management outcomes and deliver sustainable services to the ACT community.

You will join a team of highly experienced officers who work collaboratively and responsively to deliver waste service projects. ACT NoWaste is a diverse, innovative and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

Responsibilities for this position include: project management, the development of waste management solutions and project deliverables, and public sector procurement. Tasks that you can enjoy at work include research and analysis, critical thinking to manage complex issues, stakeholder engagement, communication, attention to detail, drafting and preparation of documents and opportunities to learn.

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.

(ACT NoWaste currently operates under hybrid working conditions. There is an expectation the successful candidate has the ability to be present in the Dickson Office a few days a week and when required.)

Eligibility/Other Requirements: Qualifications or experience in projects or procurement management would be highly regarded.

Note: This is a temporary position available immediately for two years with the possibility of permanency. A Merit Pool will be established from this selection process and may be used to fill future similar vacancies over the next 12 months.

How to Apply: In order to apply, please submit your curriculum vitae and a [three-page](#) pitch discussing your experience and aptitudes against the criteria listed in the Position Description. Shortlisted applicants may be required to undertake an interview with a written component.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Harrington (02) 6205 4878 Katherine.Harrington@act.gov.au

Territory and Business Services

Yarralumla Nursery

Horticulturist

General Service Officer Level 5/6 \$62,078 - \$68,143, Canberra (PN: 41057, several)

Gazetted: 05 October 2023

Closing Date: 26 October 2023

Details: Are you looking for an opportunity to work in a dynamic and supportive workplace that is making a difference to the landscape we live in, while being paid above industry award rates? Are you a horticulturist that enjoys growing and selling plants, and want to take the next step in your career?

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 200,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

The Production horticulturist role is responsible for growing plants using a range of techniques, such as hand and machine potting, and plant and irrigation maintenance. The roles include day-to-day supervision of a small team of staff, apprentices and volunteers by providing appropriate support and guidance.

Positions are physically located at Yarralumla Nursery in Yarralumla, Canberra.

Eligibility/Other Requirements:

Hold a Certificate III in Horticulture or have equivalent demonstrated competence.

Attained or be willing to obtain a Certificate III in Government or suitable qualification from the TCCS Broadbanding Framework, as part of your initial performance development plan.

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

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: There are two permanent positions available and one temporary position available until 30 June 2024. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months for positions in both the sales and production teams.

See the Position Description for further information and role requirements.

How to Apply: Applications should include:

A statement of two to three pages addressing the 'What You Require' section of the Position Description.

A current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Belinda Ryan (02) 6207 8230 Belinda.Ryan@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment, Planning and Sustainable Development

Division Environment, Heritage and Water

Section ACT NRM

Title Aboriginal NRM Project Development Officer

Administrative Services Officer Class 6, \$93,996 - \$107,322 Canberra (PN: 63074)

Gazetted: 10 October 2023

Closing Date: 24 October 2023

Details: The Aboriginal Natural Resource Management (NRM) Project Development Officer is responsible for developing exciting and innovative programs that address First Nations environmental priorities as well as develop programs consistent with the 'Closing the gap' targets, EPSDD priority actions under the ACT Aboriginal and Torres

Strait Islander whole of government Agreement 2019—2028, the ACT Nature Conservation Strategy, and the ACT NRM plan.

Working closely with diverse stakeholders, including the Aboriginal and Torres Strait Islander and Ngunnawal community, and cross-government representatives, the successful applicant will develop a range of diverse programs from educational and developmental activities through to organising and facilitating land restoration activities. In this role, the successful applicant will enjoy the opportunity to contribute to a fast-paced, highly collaborative and impactful work program within a network of enthusiastic, highly dedicated, and knowledgeable professionals.

Note: The NRM Project Development Officer is an Aboriginal and Torres Strait Islander Identified position and applicants from the Ngunnawal community are encouraged to apply.

Eligibility/Other requirements:

Mandatory:

1. Experience in 'On Country' program delivery including knowledge of Land Management
2. Willingness and ability to undertake AMC Security Awareness Training
3. Provide details of a NPC check or ability to undertake.
4. Manual Driver's licence.
5. 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:

1. A Certificate in Conservation and Land Management (or equivalent) or evidence that you are currently completing such a qualification; otherwise previous work experience in roles of a similar nature focusing on natural resource management in an environmental and or land management.
2. Land management field certificates i.e. chainsaw, Chem Cert, pole saw
3. Current first aid certificate

Other Requirements:

This is an identified position and is only open to Aboriginal and Torres Strait Islander people. Evidence of Aboriginality or Torres Strait Islander descent is required.

Notes: This is an identified position and is only open to Aboriginal and Torres Strait Islander people. Evidence of Aboriginality or Torres Strait Islander descent is required.

How to apply: To apply for this role please submit your curriculum vitae alongside your response addressing the skills, knowledge and behaviours listed in the selection criteria and details of two referees. Please limit responses to a maximum of 350 words per criterion.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackson Taylor-Grant - (02) 6207 5032 - Jackson.Taylor-Grant@act.gov.au

WorkSafe ACT

WorkSafe ACT

Division WorkSafe ACT

Section Quality, Coaching and Systems

Title Training and Systems Officer

Classification Administration Services Officer 5 salary \$87,364 - \$92,370, Canberra (PN:61713)

Gazette Date: 10 October 2023

Closing Date: 24 October 2023

Details: Are you a detailed oriented person with strong technical proficiency? If you answered yes to this question, you may be the next Training and Systems Officer we are looking for!

WorkSafe ACT is a fully independent office headed by the WHS Commissioner. Here at WorkSafe ACT we are proud of the work we do and are committed to improving the physical and psychosocial health and safety of Territory workers.

We have an exciting temporary vacancy for a motivated individual to fill the role of Training and Systems Officer. The Training and Systems Officer works within the Quality, Coaching and Systems Team and plays a key role in delivering and maintaining WorkSafe ACT's Training and Capability current systems and providing administration

support the Training and Capability Team. The Quality, Coaching and Systems Team is one of many dedicated teams working behind the scenes to support the agency to operate as effectively and efficiently as it does.

The successful candidate will be outcomes focused, capable of reacting quickly to ensure the system, which supports WorkSafe ACT regulatory activities is fit for purpose and meets the needs of the agency.

Have any questions about the role? Please reach out to the contact officer and we'd be happy to answer any questions you may have.

If you are looking to grow your career and want to work for an agency making a positive difference to the lives of ACT workers, we encourage you to apply. As an ACT Government employee, you'll also have access to a great range of benefits, supports and excellent employment conditions.

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

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to demonstrate your experience. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description.

Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Folkard (02) 6205 0523 Luke.Folkard@worksafe.act.gov.au

APPOINTMENTS**ACT Audit Office**

There were no appointments this week for ACT Audit Office

ACT Electoral Commission

There were no appointments this week for ACT Electoral Commission

ACT Health

Pharmacist Level 5 \$135,355 - \$152,377

Laura Nguyen, Section 68(1), 26 September 2023

ACT Integrity Commission

Administrative Services Officer Class 5 \$87,364 - \$92,370

Stephanie Laver, Section 68(1), 11 October 2023

ACT Long Service Leave Authority

There were no appointments this week for ACT Long Service Leave Authority

ACT Teacher Quality Institute

There were no appointments this week for ACT Teacher Quality Institute

Calvary Health Care ACT (Public)**Calvary Public Hospital Bruce**

There were no appointments this week for Calvary Public Hospital Bruce

Canberra Health Services

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

Kiran Baby, Section 68(1), 12 October 2023

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

Dale Bellamy, Section 68(1), 3 October 2023

Health Service Officer Level 5 \$60,182 - \$63,169

Sagar Bhandari, Section 68(1), 10 October 2023

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

Clarisa Bhariri, Section 68(1), 12 October 2023

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

Ernest Calvo, Section 68(1), 12 October 2023

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

Myllah Carreon Celaya, Section 68(1), 12 October 2023

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

Jingyi Chen, Section 68(1), 12 October 2023

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

Madeline Rae Breadon Crammond, Section 68(1), 12 October 2023

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

Glennette Diasmen, Section 68(1), 12 October 2023

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Mark Gareth Evans, Section 68(1), 16 October 2023

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

Joanna Marie Fuentes, Section 68(1), 12 October 2023

Registered Nurse Level 3.2 \$130,846

Julie Green, Section 68(1), 12 October 2023

Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - \$61,992)

Katie Louise Hollis, Section 68(1), 5 October 2023

Health Service Officer Level 6 \$63,169 - \$65,888

MD Shariful Islam, Section 68(1), 10 January 2023

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

Henry Jasi, Section 68(1), 12 October 2023

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

Jobin Jose, Section 68(1), 12 October 2023

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

Juby Joseph, Section 68(1), 12 October 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Lucy Kamenz, Section 68(1), 12 October 2023

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

Voleak La, Section 68(1), 9 October 2023

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

Keren Ruth Lequin, Section 68(1), 12 October 2023

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

Saihua Li, Section 68(1), 12 October 2023

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

Anna Mariz Limbo, Section 68(1), 12 October 2023

Clinical Coder Level 1 \$89,649 - \$124,387

Amravati Lingayath, Section 68(1), 16 October 2023

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

Ronnieza Mae Modequillo Macahilos, Section 68(1), 12 October 2023

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

Margaret Madya, Section 68(1), 12 October 2023

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

Daisy Mathew, Section 68(1), 12 October 2023

Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)

Joseph McNally, Section 68(1), 9 October 2023

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

Leidy Mendoza Lopez, Section 68(1), 12 October 2023

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

Siqedisile Mhlanga, Section 68(1), 12 October 2023

Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Fiona Murphy, Section 68(1), 30 September 2023

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

Mu Ku Ku Mwee, Section 68(1), 12 October 2023

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Nanette Naval, Section 68(1), 12 October 2023

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

Sibusisiwe Ncube, Section 68(1), 12 October 2023

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

Imogen Petty, Section 68(1), 12 October 2023

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

Sajana Poudel, Section 68(1), 3 October 2023

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

Marilyn Price, Section 68(1), 12 October 2023

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

Cidrex Ramos, Section 68(1), 12 October 2023

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

Jo Marie Adele San Pedro, Section 68(1), 12 October 2023

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

Manish Sapkota, Section 68(1), 12 October 2023

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

Ruchi Sapkota, Section 68(1), 12 October 2023

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

Harpreet Singh Sharma, Section 68(1), 11 October 2023

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

Anna Stachura, Section 68(1), 5 October 2023

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

Catherine Anne Strachan, Section 68(1), 12 October 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Deki Tshomo, Section 68(1), 27 September 2023

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

Ainie Belle Villegas, Section 68(1), 12 October 2023

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

Zhe Wang, Section 68(1), 27 September 2023

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

Wei Wei, Section 68(1), 12 October 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Sintir Wu, Section 68(1), 28 September 2023

Canberra Institute of Technology**Teacher Level 1 \$80,673 - \$107,642**

Sally Adair, Section 68(1), 9 October 2023

Teacher Level 1 \$80,673 - \$107,642

Peter Blinman, Section 68(1), 9 October 2023

Teacher Level 1 \$80,673 - \$107,642

Stephen Corey, Section 68(1), 9 October 2023

Teacher Level 1 \$80,673 - \$107,642

Joshua Grace, Section 68(1), 9 October 2023

Teacher Level 1 \$80,673 - \$107,642

Oliver Lamond, Section 68(1), 9 October 2023

Teacher Level 1 \$80,673 - \$107,642

Gina Poulakis, Section 68(1), 9 October 2023

Teacher Level 1 \$80,673 - \$107,642

Kieran Purves, Section 68(1), 9 October 2023

Teacher Level 1 \$80,673 - \$107,642

Katrina Rowland, Section 68(1), 9 October 2023

Teacher Level 1 \$80,673 - \$107,642

Dionisia Salas Hammer, Section 68(1), 9 October 2023

Teacher Level 1 \$80,673 - \$107,642

Michael Vuong, Section 68(1), 9 October 2023

Teacher Level 1 \$80,673 - \$107,642

Angus Watson, Section 68(1), 9 October 2023

Senior Officer Grade A \$160,541

Angela Wise, Section 68(1), 4 October 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Dean Zanotto, Section 68(1), 9 October 2023

Chief Minister, Treasury and Economic Development**Senior Officer Grade B \$135,355 - \$152,377**

Carly Bonny, Section 68(1), 10 October 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Malanda Evans-Vaughan, Section 68(1), 10 October 2023

Senior Officer Grade C \$117,845 - \$126,715

HUIWEN JIANG, Section 68(1), 9 October 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

William Johnston, Section 68(1), 5 October 2023

Senior Officer Grade C \$114,928 - \$123,710

Seemab Khalid, Section 68(1), 9 October 2023

Senior Officer Grade B \$138,476 - \$155,668

Dior Morales, Section 68(1), 9 October 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Anthony Paul, Section 68(1), 5 October 2023

Administrative Services Officer Class 5 \$87,364 - \$92,370

Yuli Rindyawati, Section 68(1), 9 October 2023

Senior Officer Grade C \$117,845 - \$126,715

Paul Spence, Section 68(1), 9 October 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Maha Umair, Section 68(1), 9 October 2023

City Renewal Authority**There were no appointments this week for City Renewal Authority****Community Services****Child and Youth Protection Professional Level 1 \$73,505 - \$92,131**

Komal Gill, Section 68(1), 9 October 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Yang He, Section 68(1), 11 October 2023

Administrative Services Officer Class 5 \$87,364 - \$92,370

Emma Williams, Section 68(1), 22 September 2023

Senior Officer Grade A \$160,541

Katharine Wisbey, Section 68(1), 9 October 2023

Cultural Facilities Corporation**Director of Public Prosecutions****There were no appointments this week for Director of Public Prosecutions****Economic Development**

There were no appointments this week for Economic Development**Education****Administrative Services Officer Class 5 \$87,364 - \$92,370**

Stacey Jackson, Section 68(1), 5 October 2023

Environment, Planning and Sustainable Development**Senior Professional Officer Grade C \$114,928 - \$123,710**

Brendan Pippen, Section 68(1), 10 October 2023

Exhibition Park in Canberra**Health****There were no appointments this week for Health****Health - Jobs Website****There were no appointments this week for Health - Jobs Website****Independent Competition and Regulatory Commission****There were no appointments this week for Independent Competition and Regulatory Commission****Justice and Community Safety****Senior Officer Grade C \$117,845 - \$126,715**

Brooke Pratt, Section 68(1), 9 October 2023

Senior Officer Grade B \$138,476 - \$155,668

Jed Rainbow, Section 68(1), 9 October 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Mei Chuen Julie Thong, Section 68(1), 5 October 2023

Legal Aid Commission**Major Projects Canberra****Infrastructure Officer 1 \$75,792 - \$89,551**

Angela Brown, Section 68(1), 4 October 2023

Office of the Legislative Assembly**Suburban Land Agency****There were no appointments this week for Suburban Land Agency**

Transport Canberra and City Services**Administrative Services Officer Class 5 \$87,364 - \$92,370**

Natasha Naughton, Section 68(1), 9 October 2023

General Service Officer Level 3/4 \$56,173 - \$61,181

Yeshi Pelzang, Section 68(1), 11 October 2023

General Service Officer Level 3/4 \$56,173 - \$61,181

Tania Waldron, Section 68(1), 11 October 2023

General Service Officer Level 3/4 \$56,173 - \$61,181

Perry Weber, Section 68(1), 11 October 2023

Worksafe ACT**Regulatory Inspector 5 (WorkCover Officer 5) \$84,749 - \$89,705**

Tony Jadric, Section 68(1), 9 October 2023

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Jason Low, Section 68(1), 9 October 2023

TRANSFERS**ACT Audit Office**

There were no transfers this week for ACT Audit Office

ACT Electoral Commission

There were no transfers this week for ACT Electoral Commission

ACT Health

There were no transfers this week for ACT Health

ACT Integrity Commission

There were no transfers this week for ACT Integrity Commission

ACT Long Service Leave Authority

There were no transfers this week for ACT Long Service Leave Authority

ACT Teacher Quality Institute

There were no transfers this week for ACT Teacher Quality Institute

Calvary Health Care ACT (Public)**Calvary Public Hospital Bruce**

**There were no transfers this week for Calvary Public Hospital Bruce
Canberra Health Services**

There were no transfers this week for Canberra Health Services

Canberra Institute of Technology

There were no transfers this week for the Canberra Institute of Technology

Chief Minister, Treasury and Economic Development

There were no transfers this week for Chief Minister, Treasury and Economic Development

City Renewal Authority

There were no transfers this week for City Renewal Authority

Community Services**Lisa Williams**

From: \$135,383

Education

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

Community Services, Canberra (PN. 62850) (Gazetted 29 June 2023)

Cultural Facilities Corporation**Director of Public Prosecutions**

There were no transfers this week for Director of Public Prosecutions

Economic Development

There were no transfers this week for Economic Development

Education

There were no transfers this week for Education

Environment, Planning and Sustainable Development**Olivia Edgar**

From: Administrative Services Officer Class 6 \$104,509

Environment, Planning and Sustainable Development

To: Professional Officer Class 2 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 39120) (Gazetted 28 July 2023)

Exhibition Park in Canberra**Health**

There were no transfers this week for Health

Health - Jobs Website

There were no transfers this week for Health - Jobs Website

Independent Competition and Regulatory Commission

There were no transfers this week for Independent Competition and Regulatory Commission

Justice and Community Safety

There were no transfers this week for Justice and Community Safety

Legal Aid Commission**Major Projects Canberra**

There were no transfers this week for Major Projects Canberra

Office of the Legislative Assembly

Suburban Land Agency

There were no transfers this week for Suburban Land Agency

Transport Canberra and City Services

There were no transfers this week for Transport Canberra and City Services

Worksafe ACT

There were no transfers this week for Worksafe ACT

PROMOTIONS**ACT Audit Office****There were no promotions this week for ACT Audit Office****ACT Electoral Commission****There were no promotions this week for ACT Electoral Commission****ACT Health****Health System Planning and Evaluation****Operations****Ngunnawal Bush Healing Farm****Susan Tremble**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

ACT Health, Canberra (PN. 52140) (Gazetted 2 November 2022)

ACT Integrity Commission**There were no promotions this week for ACT Integrity Commission****ACT Long Service Leave Authority****There were no promotions this week for ACT Long Service Leave Authority****ACT Teacher Quality Institute****There were no promotions this week for ACT Teacher Quality Institute****Calvary Health Care ACT (Public)****Calvary Public Hospital Bruce****There were no promotions this week for Calvary Public Hospital Bruce****Canberra Health Services****CHS People & Culture****Shaun Archer**

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services, Canberra (PN. 62912) (Gazetted)

People and Culture**Work Health and Safety****Cassandra Bahr**

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Canberra Health Services

To: †Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services, Canberra (PN. 02318) (Gazetted)

Nursing & Midwifery and Patient Support Services

Nursing Administration**Graduate Nurse Holding Pool****Santosh Baral**

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 39456) (Gazetted 31 May 2023)

Finance & Business Intelligence**Michael Bielecki**

From: Health Service Officer Level 4/5 \$57,149 - \$63,169

Canberra Health Services

To: Health Service Officer Level 7 \$67,760 - \$71,554

Canberra Health Services, Canberra (PN. 60574) (Gazetted 26 June 2023)

CHS Medical Services**Imaging****Maria Dmello**

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Health Services, Canberra (PN. 26561) (Gazetted)

People & Culture**Annaliesha Flynn**

From: Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services

To: †Senior Officer Grade B \$138,476 - \$155,668

Canberra Health Services, Canberra (PN. 03761) (Gazetted 17 October 2023)

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

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 28458) (Gazetted 7 August 2023)

Clinical Services**Cancer and Ambulatory Services****Cancer Services****Simmone Groves**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services

To: Technical Officer Level 4 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 29230) (Gazetted 8 August 2023)

Nursing and Midwifery and Patient Support Services**Nursing Administration****Graduate Nurse Holding Pool****Emily Hughes**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 41959) (Gazetted 31 May 2023)

Infrastructure & Health Support Services (IHSS)**Business Support**

Ruwinder Kaur

From: Health Service Officer Level 6 \$63,169 - \$65,888

Canberra Health Services

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Health Services, Canberra (PN. 42113) (Gazetted 5 April 2023)

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol & Drug Program

Dema Lhamo

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 42437) (Gazetted 15 August 2023)

Clinical Services

Rehab, Aged and Community Service

Community Health Centres

Finn Manningdale

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services, Canberra (PN. 23044) (Gazetted 16 August 2023)

Nursing and Midwifery and Patient Support Services

Nursing Administration

Graduate Nurse Holding Pool

Imogen Pascoe

From: Ambulance Support Officer 1 \$62,860 - \$66,802

Justice and Community Safety

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 39587) (Gazetted 31 May 2023)

Office of Chief Executive Officer

Office Chief Executive Officer

Office of Chief Executive

Natasha Synott

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services, Canberra (PN. 50496) (Gazetted 16 June 2023)

Finance & Business Intelligence

Vibin Thomas

From: Health Service Officer Level 4/5 \$57,149 - \$63,169

Canberra Health Services

To: Health Service Officer Level 7 \$67,760 - \$71,554

Canberra Health Services, Canberra (PN. 60577) (Gazetted 26 June 2023)

Canberra Institute of Technology

There were no promotions this week for the Canberra Institute of Technology

Chief Minister, Treasury and Economic Development**Property and Shared Services**

ACT Property Group**Strategic Estate Management, Procurement and Contracts****Shilpa Mehta**

From: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$138,476 - \$155,668

Chief Minister, Treasury and Economic Development, Canberra (PN. 61935) (Gazetted 3 July 2023)

Access Canberra**Strategy and Planning****Strategic Planning and Risk****Eddy Webster**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development, Canberra (PN. 49763) (Gazetted 24 August 2023)

Strategic Finance**SIKANG XUE**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development, Canberra (PN. 37266) (Gazetted 14 August 2023)

City Renewal Authority

There were no promotions this week for City Renewal Authority

Community Services**Corporate****Governance****Danielle Sales**

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Community Services, Canberra (PN. 63245) (Gazetted 31 July 2023)

Cultural Facilities Corporation**Director of Public Prosecutions**

There were no promotions this week for Director of Public Prosecutions

Economic Development

There were no promotions this week for Economic Development

Education**Office for Schools****North Gungahlin****Neville Bonner Primary School****Marijana Marin**

From: School Assistant 4 \$72,353 - \$78,207

Education

To: †Administrative Services Officer Class 4 \$78,785 - \$85,159

Education, Canberra (PN. 51661) (Gazetted 13 September 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Patrick Phaiyakounh

From: Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Education

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Education, Canberra (PN. 63254) (Gazetted 13 September 2022)

Office for Schools

North Gungahlin

Neville Bonner Primary School

Kelli Taiatini

From: School Assistant 3 \$60,493 - \$64,989

Education

To: †Administrative Services Officer Class 4 \$78,785 - \$85,159

Education, Canberra (PN. 51433) (Gazetted 13 September 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Environment

Resilient Landscapes

Biosecurity and Rural Services

Matt Cools

From: General Service Officer Level 5/6 \$62,078 - \$68,143

Environment, Planning and Sustainable Development

To: Technical Officer Level 3 \$79,105 - \$89,398

Environment, Planning and Sustainable Development, Canberra (PN. 09890) (Gazetted 22 August 2023)

Planning and Urban Policy Division

Panama Leaver

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Environment, Planning and Sustainable Development, Canberra (PN. 32222) (Gazetted 4 October 2022)

Exhibition Park in Canberra

Health

There were no promotions this week for Health

Health - Jobs Website

There were no promotions this week for Health - Jobs Website

Independent Competition and Regulatory Commission**There were no promotions this week for Independent Competition and Regulatory Commission****Justice and Community Safety****ACT Courts and Tribunal****Registry Operations****Elizabeth McAuliffe**

From: Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services

To: †Senior Officer Grade A \$160,541

Justice and Community Safety, Canberra (PN. 62421) (Gazetted 18 August 2023)

Legal Aid Commission**Major Projects Canberra****Infrastructure Delivery Partners****Electrification of Government Gas Assets****Carolyn Warren**

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Major Projects Canberra

To: †Senior Officer Grade C \$117,845 - \$126,715

Major Projects Canberra, Canberra (PN. 62245) (Gazetted 5 September 2023)

Office of the Legislative Assembly**Suburban Land Agency****Suburban Land Agency****Development Delivery****Greenfield (Gungahlin)****Stephen Terracini**

From: Senior Officer Grade B \$138,476 - \$155,668

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Suburban Land Agency, Canberra (PN. 60556) (Gazetted 25 May 2023)

Transport Canberra and City Services**Transport Canberra and Business Services****Bus Operations****Field Operations****Peter Kuzma**

From: Bus Operator \$82,733

Transport Canberra and City Services

To: †Transport Officer Grade 3 \$108,910

Transport Canberra and City Services, Canberra (PN. 11720) (Gazetted 26 April 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Worksafe ACT

There were no promotions this week for Worksafe ACT

CORRIGENDA

Major Projects Canberra

The below promotion gazetted on 21/09/2023 has been cancelled:

Theatre Project

Shilpa Mehta

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Major Projects Canberra, Canberra (PN. 59972) (Gazetted 5 July 2023)