



ACT Government Gazette

Gazetted Notices for the week beginning 17 November 2022

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

<http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Clinical placement office

Allied Health Clinical Placement Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 18726)

Gazetted: 23 November 2022

Closing Date: 30 November 2022

Details: The ACT Health / Canberra Health Services Clinical Placement Office is seeking to fill the position of Allied Health Clinical Placement officer.

Responsibilities of the Allied Health Clinical Placement Officer includes:

Consulting with key stakeholders.

Co-ordinating and monitoring Allied Health clinical placements within the Clinical Placement Office.

Exercising professional judgement in solving problems and managing Allied Health placements across ACT Health and Canberra Health Services.

Planning, developing and evaluating Allied Health student placements, policies, contracts and services.

Maintaining student management system data for Allied Health students including conducting audits, analysing data and reporting.

Initiating and co-ordinate quality improvement activities in Allied Health clinical education and placement areas.

Monitoring Allied Health student compliance with placement requirements and reporting non-compliance.

Supporting clinical placement sites, Education Providers (EP's) and clinical facilitators.

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

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

Eligibility/other requirements:

Tertiary qualifications in an ACT Health Directorate recognised allied health discipline. Eligibility for membership of the appropriate professional body, or unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Undergo a pre-employment police check

Notes: This is a temporary part-time position available from 3 January 2023 until 21 December 2023 with the possibility of permanency. The above salary will be paid pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to submit a written application (maximum two pages) addressing the Professional / Technical Skills and Knowledge criteria and behavioural capabilities as well as a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Naomi Mahon 02 5124 5127 Naomi.Mahon@act.gov.au

Digital Solutions Division

Office of the Chief Information Officer

Senior Digital Records Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 32723)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: Do you have experience with Objective and in digital records management? Are you looking for your next exciting challenge?

The Digital Solutions Division within ACT Health is looking for a motivated Senior Records Officer, Digital Records lead the Digital Records team to success.

The successful candidate will lead the implementation of Objective, including all the project management tasks associated with the implantation. The successful candidate will have high level communication, negotiation, interpersonal, liaison and representational skills and a proven ability to produce quality outcomes in tight deadlines.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

Eligibility/Other Requirements: It is essential that you have experience working with Objective and/ or in digital records management.

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.

Undergo a pre-employment National Police Check.

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

How to Apply: 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: Janine Campbell (02) 5124 6599 Janine.Campbell@act.gov.au

Policy, Partnerships and Programs

Health Policy Branch

Maternity in Focus Project Team

Assistant Director of Midwifery, Maternity in Focus Clinical Lead

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 59192)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: ACT Health Directorate is seeking an appropriately qualified person to fill the position of Assistant Director of Midwifery (ADOM), Maternity in Focus Clinical Lead.

The Maternity in Focus Project team will be responsible for the Implementation of the Maternity in Focus: The ACT Public Maternity System Plan 2022-2035 including the Maternity in Focus: First Action Plan 2022-2025 working with a broad range of internal and external stakeholders including community partners and consumers.

The ADOM, Maternity in Focus Clinical Lead will work with the Maternity in Focus Director and Project Officer to deliver the implementation of the Maternity in Focus Plan and the 58 actions of the Maternity in Focus: First Action Plan 2022-2025.

The position will provide the clinical and industry advice and leadership to the project team and will work closely with the ACT Health Directorate industry partners to achieve the service and policy reform committed to through the Maternity in Focus System Plan by the ACT Government.

For further information please see the Position Description attached.

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:

Be registered or eligible for registration with the Nursing and Midwifery Board [Australian Health Practitioner Regulation Agency (AHPRA)] as a Registered Midwife.

Have a minimum of five years' experience working professionally in midwifery management or leadership role.

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

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

How to apply: Please review the Position Description for details about the role and associated responsibilities. To apply you will need to submit a two-page pitch outlining why you are the best person for this role. The pitch should show that you have the capabilities required for the role and demonstrate your capacity to perform the duties and responsibilities.

You will also need to include a current Curriculum Vitae including details of work history, any relevant qualifications, and the contact details of at least two referees.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Cathy O'Neill (02) 5124 7562 Cathy.O'Neill@act.gov.au

Policy, Partnerships and Programs

Data Analytics

Epidemiology

Cancer Registries Epidemiologist

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 23742)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: ACT Health Directorate is seeking an appropriately qualified person with broad experience working with epidemiological and health-related data to fill the position of Epidemiologist within the Cancer Registries team of the Epidemiology Section. The Epidemiology Section is responsible for the provision of timely and accurate information on the health of the ACT population to assist in the development and evaluation of policies and interventions to improve health. The work program of the section is determined by national health and territory health priorities and includes maintenance of the ACT Cancer Registry, required by law.

The successful candidate will be self-directed with excellent communication and stakeholder liaison skills, and will use their analytic and problem solving abilities to contribute to the work of the Cancer Registries team. The role involves a range of duties including collecting, analysing and interpreting cancer-related population health information, and presenting results to a high standard, as well as liaising and negotiating with a range of stakeholders, and handling data requests.

For further information please see the Position Description attached.

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 Science (Health or Social Science; major in Epidemiology or Biostatistics) or Bachelor of Public Health (major in Epidemiology) are essential. Experience working within a population cancer registry or clinical quality registry is highly desirable but not essential.

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

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

How to apply: Please review the Position Description for details about the role and associated responsibilities. To apply you will need to submit a pitch addressing the Selection Criteria of the Position Description. The pitch should be no more than four pages and show that you have the capabilities required for the role and demonstrate your capacity to perform the duties and responsibilities.

You will also need to include a current Curriculum Vitae including details of work history, professional memberships, qualifications and the contact details of at least two referees.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Mirka Smith (02) 5124 9473 Mirka.Smith@act.gov.au

ACT Long Service Leave Authority

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

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

Office Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 41137)

Gazetted: 21 November 2022

Closing Date: 28 November 2022

Details: The Long Service Leave Authority is a small organisation responsible for administering portable long service arrangements across covered industries within the ACT.

The Authority is seeking to fill an Office Manager role which will provide secretariat support to the Authority's Governing Board and Audit Committee, administrative support to the CEO/Registrar of the Authority and will assist with a range of other administrative support tasks throughout the office.

The successful applicant will be self-motivated and have excellent organisational and communication skills, a strong focus on providing high level client service, the ability to work well within a dynamic environment and the capacity to develop and maintain positive relationships with a diverse range of stakeholders.

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

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cassandra Webeck 02 6247 3900 Cassandra.webeck@actleave.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

Cancer and Ambulatory Support

Cancer Supportive Care

Cancer Navigator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 59354 - 02627)

Gazetted: 22 November 2022

Closing Date: 15 December 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

The Cancer Navigator will work as part of the division's Cancer Supportive Care team, especially the McGrath Breast Cancer Specialist Nurses, the Lung and Mesothelioma Specialist Nurse and the Gastrointestinal Cancer Specialist Nurse to coordinate the care of clients with complex needs, related to a diagnosis of cancer, across the cancer journey.

ABOUT YOU

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

Behavioural Capabilities

Strong customer service skills and demonstrated ability to communicate respectfully and effectively with patients, families and carers.

Demonstrated experience working effectively with a variety of stakeholders preferably in a health care setting.

High level verbal and written communication skills.

Position Requirements/Qualifications:

- Relevant qualifications in administration, health care or related field and a minimum of 4 years' experience working professionally in health care or related field
- Experience in contributing to health service/quality improvement initiatives
- Knowledge of cancer, oncology and/ or haematology
- 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.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This is a temporary position available for 2 years with the possibility of extension and/or permanency.

Contact Officer: Erin Wells 0466322676 Erin.wells@act.gov.au

Women Youth and Children

Maternity

Clinical Midwifery Manager

Birthing and Maternity Assessment Unit

Registered Midwife Level 3.2 \$130,846, Canberra (PN: 22394 - 026Z6)

Gazetted: 17 November 2022

Closing Date: 1 December 2022

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www.canberrahealthservices.act.gov.au

Centenary Hospital for Women and Children (CHWC) is seeking a suitably qualified Clinical Midwifery Manager to lead our Birthing and Maternity Assessment Unit.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. CHWC staff are committed to providing a women centred approach where we focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological, spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery.

Maternity care options include midwifery led continuity of care models, midwifery led care, and maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service

for the ACT and Southern NSW region. The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Assistant Director of Midwifery (Maternity and Gynaecology), the Clinical Midwifery Manager is responsible for providing midwifery leadership and management for the Birthing and Maternity Assessment Unit. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and consumers of maternity services. The Clinical Midwifery Manager will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the Birthing and Maternity Assessment Unit.

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Behavioural Capabilities

Strong leadership skills, effective communication, quality improvement experience and the ability to build cohesive high performing teams,

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

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

Resilience and adaptability in a dynamic health environment.

Position Requirements/Qualifications:

Mandatory

- Relevant post graduate qualification in midwifery practice and/or post graduate qualification in management and/or leadership qualifications and extensive clinical experience working professionally in midwifery.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Wendy Alder (02) 5124 7392 wendy.alder@act.gov.au

Rehabilitation Aged and Community Services

Community Nursing

Community Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 31355, several - 02700)

Gazetted: 17 November 2022

Closing Date: 8 December 2022

Details: 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: www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS values: reliable progressive, respectful, and kind.

The Community Care Program (CCP) Community Nursing Service is a nurse-led service that provides community-based nursing care to residents of the ACT in a clinic or home setting. The Community Care Program emphasises person-centered care that is integrated into the patients' life. Services provided include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care.

RACS services work collaboratively with the individual, carers and other services within and external to CHS. CHS is a values-led Directorate.

Within this recruitment process there are both full time permanent and full-time temporary positions available.

ABOUT YOU

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Behavioural Capabilities

A positive, collaborative and effective communicator with well-developed written, oral and interpersonal skills including negotiation and liaison abilities

Organisational ability and time management skills

Self-motivated with the ability to work autonomously which includes a commitment to a consultative, collaborative team approach

Position Requirements/Qualifications:

- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Tertiary qualifications in Bachelor of Applied Science in Nursing
- Must hold a current driver's licence
- Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health applicable to the position (Desirable)
- Previous community nursing experience (Desirable)
- The successful applicant will need to be available for occasional weekend shifts and to work across multiple sites.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Sonia Knight (02) 5124 1484 sonia.e.knight@act.gov.au

Mental Health, Justice Health Alcohol and Drug Services

Business Support Services

Business Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 28848 - 026VL)

Gazetted: 17 November 2022

Closing Date: 5 December 2022

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The Business Manager is required to provide strategic support to the Executive Director of MHJHADS, undertake high level coordination, liaison, research and reporting and provision of advice on specific issues. The Business Manager is responsible for coordinating, driving and delivering a high standard of work, as well as leading a small, dedicated team in the provision of executive support and government business coordination. The position will also work closely with other Business Manager's and Clinical Executives across CHS to effectively drive change.

ABOUT YOU

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Behavioural Capabilities

Record of achievement in implementing organisational strategies to enhance service delivery and business functions.

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

Adaptability and flexibility to accommodate change with a solutions focus and provide responsive services to meet stakeholders needs.

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Jenna Kratzel 5124 1099 jenna.kratzel@act.gov.au

Medical Services

Medical Imaging

Administrative Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: C11031, several - 026X8)

Gazetted: 17 November 2022

Closing Date: 1 December 2022

Details: 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: www.canberrahealthservices.act.gov.au

The Medical Imaging Department of CHS operates 24 hours, seven days a week, offering a wide range of diagnostic and interventional imaging services. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

This position supports the Medical Imaging Department with general reception duties, as well as non-complex reporting and data entry tasks. Under the direction of the Medical Imaging department, Administration Team Leader, you will support the team with a range of administrative functions including general reception duties, booking and scheduling of appointments and, data entry and general office support as required.

DUTIES

Under the direction of the Team Leader and Administration Manager you will:

provide reception and clerical services to patients presenting to the department for a range of imaging services. As required, you will arrive the patients, answer queries and schedule appointments.

Provide high quality customer service as outlined in the Customer Service Standards.

Receive and screen incoming phone calls, answer queries and take appropriate action

Maintain appropriate records and input information into the Canberra Health Services IT systems relevant to the unit

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

ABOUT YOU

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

Behavioural Capabilities

Strong work ethic and ability to adapt to a constantly changing environment,

Commitment to achieving positive results for the department,

Ability to apply judgement, critical thinking, and common sense.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: There are several casual positions available and the full-time salary noted above will be pro-rata.

Contact Officer: Belinda Howard 02 51242798 Belinda.Howard@act.gov.au

Rehabilitation Aged and Community Services

Social Work

Health Professional Office

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 27177 - 0272E)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive

Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

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

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

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

Position Requirements/Qualifications:

Relevant Social Work degree qualifications and a minimum of 3 years' experience working professionally in hospital or health is preferred.

- Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- 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.

Prior to commencement successful candidates will be required to:

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

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

Surgery

Surgery

OR-Anaesthetic

Anaesthetic CNC

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22374 - 026X5)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

Anaesthetic CNC, reports directly to the Assistant Director of Nursing Perioperative Unit and joins the Nursing Leadership team. This position is responsible, in collaboration with the individual Clinical Nurse Consultants and Nurse Manager, for the management of the physical, fiscal and human resources in the Perioperative Unit.

The Nursing Leadership team is responsible for the strategic and operational management of the Perioperative unit, nursing workforce, ensuring safe, efficient, and effective operations of the business unit.

ABOUT YOU

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

Behavioural Capabilities

Proven advanced management experience and clinical leadership in a similar nursing role

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

Strong organisational skills with a high degree of drive with the ability to effectively prioritise work and meet deadlines

Strong communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- 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 is working towards a tertiary management and/or nursing qualification

Others:

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

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available for 11 months.

Contact Officer: Kerri Reeves (02) 5124 3051 kerri.reeves@act.gov.au

CHS - Division of Surgery

Ophthalmology Outpatients

Orthoptist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 43577 - 02723)

Gazetted: 18 November 2022

Closing Date: 13 December 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

An opportunity exists for an enthusiastic Orthoptist to apply for a temporary full-time role within Canberra Hospital Ophthalmology Outpatient Clinic. You will be part of a dynamic multidisciplinary team providing high quality ophthalmic care to patients from Canberra and the surrounding region. This position is for six months with the possibility of extension and/or permanency and may be awarded on application alone.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Ophthalmology Outpatient Clinic (Eye Clinic) is a multidisciplinary clinic of the Division of Surgery at the Canberra Hospital. This clinic comprises of Staff Specialist and VMO Ophthalmologists, Ophthalmology Registrars, nurses, orthoptists and administration staff. The Ophthalmology Outpatient Clinic is responsible for the coordination and delivery of emergency eye services along with select non-emergent ophthalmic health care in the ACT. Non-emergent Clinics include corneal, retinal, neuro-ophthalmic, and uveitis-immunology, along with select procedure clinics. Our aim is to provide effective and efficient patient care in line with the Canberra Health Service values.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills.

Adaptability and flexibility to accommodate change and working within a multidisciplinary environment.

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualifications and a minimum of 1 years' experience working continuously and professionally in Orthoptics.
- Be registered or be eligible for registration with the Orthoptists Board of Australia.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Barb O'Brien (02) 5124 5870 barbara.o'brien@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Adult Mental Health Rehabilitation Unit

Administration Support Officer 3

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 40236 - 0270Q)

Gazetted: 17 November 2022

Closing Date: 1 December 2022

Details: 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: www.canberrahealthservices.act.gov.au

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

Adult Mental Health Rehabilitation Unit (AMHRU) is an 20 bed inpatient rehabilitation unit located at the University of Canberra Hospital. AMHRU purpose is to attain and maximise independence through bio-psycho-social rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

The working hours for this position are 8.30am – 4.51pm Monday to Friday.

ABOUT YOU

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Behavioural Capabilities

Good interpersonal skills and passionate about high quality customer service.

Strong organisational skills with a strong work ethic

Able to work in a collaborative manner as part of a multi-disciplinary team.

Ability to manage confidential and sensitive information

Position Requirements/Qualifications:

Current driver's licence highly desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Penelope Ginich (02) 512 41853 Penelope.ginich@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Assistant Director Contracts

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58945 - 0272C)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: 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: www.canberrahealthservices.act.gov.au

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

- Capital project delivery;
- Facilities Management;
- Safety and Risk;
- Minor Works Team;
- Domestic and Environmental Services;
- Food Services;
- Sterilising Services;
- Security Services; and
- Fleet Management.

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

FM are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people so that they continue to have the right skills to help us meet our vision and deliver on our strategic objectives. We believe in supporting each member of our team to grow their own skills and knowledge which they share with their team and the wider community that makes up the CHS Portfolio.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

Supervising Responsibilities

Contract and Leasing Manager (1 FTE)

Contracts and Leasing Support Officer (1 FTE)

ABOUT YOU

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Behavioural Capabilities

Well-developed leadership qualities, including the ability to inspire and motivate others to achieve goals, identify and develop the potential in others, and assess and address future workforce and capability requirements.

Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality-of-service delivery from Facilities Management.

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

An organised approach to work, managing competing priorities and attention to detail on work undertaken.

Behave with integrity, honesty and transparency in performing your duties, managing and using government resources, dealing with contractors and providers, and working with clients and customers.

Position Requirements/Qualifications:

Mandatory

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

Highly Desirable

- Tertiary and/or Professional qualifications in Procurement and/or Contract Management or willingness to obtain/start within 12 months of engagement.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Loretta Bettiens 0434 366 673 loretta.bettien@act.gov.au

Women, Youth and Children's

Obstetrics and Gynaecology

Obstetrics and Gynaecology Medical Unit Director

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 20555 - 0272F)

Gazetted: 21 November 2022

Closing Date: 15 December 2022

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

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

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

POSITION OVERVIEW

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

Women, Youth and Children's Services delivers services at a number of locations, including the Centenary Hospital for Women and Children inpatient and outpatient settings, community health centres and other community settings including people's home. These services include:

Maternity Services for Women and Babies

Paediatrics and Children's Health

Neonatology

Community Health Programs for women and families

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

Note: This position is a permanent Staff Specialist/Senior Staff Specialist position. The Clinical Director position is for a 1 to 3 year tenure

DUTIES

Under direction of the Executive Director and with professional accountability to the Executive Director Medical Services through the Divisional Clinical Director, the role of the Medical Unit Director is responsible for the operational management and clinical leadership of the Department of Obstetrics and Gynaecology.

The role participates actively in the Division's leadership team. There is an expectation that the successful applicant will maintain accountability for their own practice standards and education.

The role will attract a level two management allowance and is open to staff specialists currently working at Canberra Health Services (or otherwise advertised). The role of Unit Director is for an advertised tenured for a period between one and three years, however as an appointed additional role to a staff or senior staff specialists' substantive position, the Executive Director may end the tenure of a director following consultation. In addition to your responsibilities as a staff specialist you will be responsible to the Executive Director for the Division of Women, Youth and Children.

The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College.

The position will be accountable and responsible to the Executive Director – Women, Youth and Children's Health Services through an Individual Learning and Development Plan. This position will be accountable to the Clinical Director of WYC on professional matters relating to medical staff.

The Medical Unit Director and the Assistant Director of Nursing and Midwifery will work in partnership to ensure high quality outcomes for the people who use the service. In addition, they will work in collaboration with other departments to ensure high quality outcomes for the people who use services across the Division.

In conjunction with the Executive Director – WYandC, the appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure medical engagement with the service, and to efficiently manage medical staff recruitment, placement and leave arrangements. The appointee will be expected to represent the Division both internally and externally in a range of strategic and planning forums.

It is expected that approximately 50% of the Medical Unit Director's time will be focused on their substantive clinical service delivery role and approximately 50% will be allocated to the other duties.

Under limited direction, you will:

Provide clinical services to patients and clients and participate in the clinic and on-call rosters for the service, ensuring that service delivery targets for patient flow, access and discharge planning are met.

Provide clinical direction, leadership, planning and evaluation for a multidisciplinary service -including protocols for admission/discharge, expert clinical opinion and effective clinical risk management particularly in complex and sensitive cases.

In conjunction with the Assistant Director of Nursing and Midwifery (ADONM), actively engage in quality and safety activities, guideline development, service redesign and model of care development and appropriate clinical governance structures are in place for the Department and the Division.

Identify and facilitate professional development and training requirements for medical and other clinical staff within the Department and the Division. Ensuring that Performance Agreement for all medical staff are kept up to date.

In collaboration with the Clinical Director and the Executive Director – Division of WYandC, ensure timely recruitment of medical staff and effective line management of medical staff including rostering, leave planning and performance management.

Co-ordinate teaching, training and clinical research within the Department. Provide input into ministerial briefs, coronial briefs and complaint resolution as required.

Take an active part in budget planning and financial management with other members of the Division's leadership team.

Undertake other duties appropriate to this level of classification and within the approved scope of clinical practice which contribute to the operations of the section.

ABOUT YOU

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

Behavioural Capabilities

The Consultant will have a demonstrated track record of working in a multi-disciplinary team environment, supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

Strong leadership skills and role modelling of respectful behaviours consistent with the Service's vision and values.

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

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

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

Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification

Demonstrated experience in the management of clinical services is highly desirable.

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.

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

Contact Officer: A/Prof Boon Lim (02) 6174 7591 Boon.Lim@act.gov.au

Finance and Business Intelligence

Finance and Business Intelligence

Procurement and Supply

Assistant Director Procurement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54975, several-026S5)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Finance and Business Intelligence (FBI) provide strategic and operational financial and performance information to Canberra Health Services. Additionally, the branch manages procurement, supply, revenue, patient accounts services and health information services.

The Assistant Director, Procurement (SOGC) is a critical role within our organisation that reports to the Director, Procurement under the Senior Director (Infrastructure Manager/Specialist 3), who leads the Procurement and Supply Branch within FBI.

The role has responsibility for the delivery of procurement services for CHS including project management, governance, compliance, reporting and analysis.

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

- procurement activities are consistently managed across the organisation;
- compliance with all relevant legislation is achieved;
- best practice procurement processes are implemented; and,

· value for money is achieved for CHS.

We are seeking a procurement specialist with a strong customer centric approach to their practice. You will be familiar with procurement principles and enjoy working in partnership with others. You will provide specialist advice and support to stakeholders to facilitate the successful delivery of procurement activities, in accordance with CHS procurement processes. The Assistant Director of Procurement will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences. In addition, we are looking to develop skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project 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

ABOUT YOU

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Behavioural Capabilities

Effective and positive leadership skills to build a positive culture of feedback, reflective practice and learning by fostering a collaborative learning environment.

A high-level communicator, with demonstrated interpersonal skills to establish and maintain effective working relationships across the organisation, and proven ability to liaise with both technical employees and business users.

Ability to work with a high degree of autonomy, think about future challenges with ability to influence the team and stakeholders to implement innovative solutions.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement, and the ability to positively influence outcomes aligned with the CHS strategic and corporate plans

Position Requirements/Qualifications:

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

Relevant tertiary qualifications and experience in either clinical, operational management or policy development including extensive analytical background within a health care system are highly desirable.

A minimum of five years' experience working professionally in a public sector and /or demanding client project environment is preferred.

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

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

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

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

Undergo a pre-employment National Police Check.

Note: There are several full-time temporary positions available for 12 months with the possibility of extension and/or permanency.

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

Contact Officer: James Robinson (02) 51243015 James.Robinson@act.gov.au

Deputy CEO

Strategy and Governance

Director, Government Relations

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 36803 - 0271Y)

Gazetted: 17 November 2022

Closing Date: 1 December 2022

Details: 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: www.canberrahealthservices.act.gov.au

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Director position has the important responsibility of leading and managing our Government Relations team. This will provide you with a unique opportunity to serve our community through supporting our CHS team members, Executives and Ministerial Offices in the business of government. This position reports to the Executive Branch Manager, Strategy and Governance.

DUTIES

As Director, Government Relations you will:

Demonstrate commitment to the organisations vision and model our CHS values and behaviours.

Provide leadership and management of the Government Relations team to maximise efficiency and effectiveness and deliver on objectives. This includes supporting and developing team members to reach their full potential.

Provide leadership and manage the governance and coordination of Cabinet, ACT Legislative Assembly, Ministerial, Directorate and whole of government matters within critical timeframes to a high quality with discretion.

Develop, foster, and maintain productive working relationships with all stakeholders within CHS, across other agencies and Minister's Offices, including representing the team, division, or organisation in relevant settings.

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

ABOUT YOU

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

Behavioural Capabilities

Adaptable and flexible to accommodate change.

Communicate effectively to a wide range of audiences.

A sense of humour.

Position Requirements/Qualifications:

Mandatory

- Leadership and management skills and experience
- 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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Josephine Smith (02) 5124 9564 josephine.smith@act.gov.au

Office of Research and Education

Office of Research and Education

Senior Director, Research Strategy and Capability

Senior Officer Grade A \$157,201, Canberra (PN: 59761-0276S)

Gazetted: 22 November 2022

Closing Date: 29 November 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Canberra Health Services has a strong commitment to research, learning and teaching as advances in medical, nursing, allied health and other research contribute directly to improved patient outcomes. The Office of Research and Education (ORE) provides governance and oversight of research, learning and teaching within CHS.

Reporting to the Executive Director of Research and Academic Partnerships, the Senior Director, Research Strategy and Capability is a new role requiring a high degree of initiative and strategic thinking to implement the CHS Research Strategy 2021-2025 and increase organisational research capability. The Senior Director will lead, oversee and deliver strategic organisational-wide initiatives related to research, with the overall aim of growing and embedding research and translation of research into practice organisation-wide. The Senior Director, Research Strategy and Capability will provide high-level strategic advice and support to the Executive Director Research and Academic Partnerships, including developing, leading and managing a small team.

You will undertake in depth analysis of the CHS research environment as well as external Centres of Excellence, develop and consult on key recommendations as required. In partnership with a range of internal and external stakeholders, under direction from the Executive Director of Research and Partnerships, you will play a key role in ensuring strategy outcomes are achieved.

ABOUT YOU

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

Behavioural Capabilities

Well-developed collaboration, leadership and management experience, including ability to collaborate with others to achieve results. High level interpersonal skills in order to influence, lead change and build a high-performing team. Effective communication skills and the ability to develop and maintain networks across CHS and our academic and community partners.

Position Requirements/Qualifications:

Mandatory

Relevant postgraduate qualification.

Previous experience in managing projects in a health and/or research setting.

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. 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

Experience managing research related projects/initiatives and/or understanding of clinical research environment and how this supports the Learning Health System.

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: Imogen Mitchell 0411402892 Imogen.Mitchell@act.gov.au

Rehabilitation, Aged Care and Community Services

Oral Health Services

Dentist Level 1-2

Dentist Level 1-2

Dentist Level 1-2 \$83,751 - \$101,699 (up to \$152,377 dependent on qualifications), Canberra (PN: 25515, several - 026JM)

Gazetted: 23 November 2022

Closing Date: 30 November 2022

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

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POSITION OVERVIEW

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

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school, and services for those under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card. Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Mobile dental services for eligible residents in aged care facilities, targeted access groups and children at identified primary schools.

Dental services for clients in remand and custody at the Bimberi Youth Detention Centre, Alexander Maconochie Centre (AMC) and Dhulwa Mental Health Unit.

Dental services for targeted access groups that include the homeless, and individuals with special needs

Services include, preventative dental interventions and health promotion, emergency dental care, and restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

General Anaesthetic services at the major hospitals within the ACT

The successful applicant will be required to work at all OHS service delivery locations.

DUTIES

You will:

Provide dental services to eligible clients across all OHS service delivery locations, these locations include the Belconnen Health Centre, Civic Health Centre, Phillip Health Centre, Tuggeranong Health Centre, Gungahlin Health Centre, Hume Health Centre within the Alexander Maconochie Centre and the OHS Mobile Dental Clinics, as well as the major hospitals

Undertake examination, diagnosis and dental treatment for clients within the approved scope of clinical practice and consult with and provide advice to other professional staff.

Plan and participate in Quality Improvement programs to ensure the highest clinical standards.

Participate in continuing professional development, performance appraisal and development.

Provide clinical supervision to trainee Dental Assistants and Dental Students.

Provide preventive care, oral health education and instruction.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high quality person and family centred, safe and high quality patient care.

ABOUT YOU

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

Behavioural Capabilities

Compassion

High level of customer service

Be proactive, enthusiastic and a strong communicator

Reliability

Position Requirements/Qualifications:

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

Possession of a recognised degree in Dental Surgery or Bachelor in Dental Science.

Ability to be hold a radiation license within ACT

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

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

Desirable:

Scope and experience providing dental treatment to Special Needs clients,

Scope and experience providing dental treatment to clients who are under general anaesthetic

Current driver's licence

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

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

Undergo a pre-employment Police check.

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

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

Contact Officer: Dr Manisha Dhanji 0408 491 544 manisha.dhanji@act.gov.au

Office of Research and Education

Clinical Health Emergency Coordination Centre

Senior Clinical Lead Nursing CHECC

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 51261 - 02741)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: Our Vision: creating exceptional health care together

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We are seeking a strong liaison team member to provide leave cover for four weeks in January 2023.

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Clinical Health Emergency Coordination Centre (CHECC) is responsible for leading the clinical services response to the COVID-19 pandemic for the ACT, including the development of a whole of health services plan and coordination of any operational response.

The Clinical Health Emergency Coordination Centre (CHECC), under the direction and leadership of the Deputy Health Controller, coordinates, enables and facilitates the Chief Health Officer's ability to manage the COVID-19 pandemic by providing clinical advice, clinical direction, effective and consistent standards, best practice and the provision of health services to the ACT and other surrounding regions during the COVID-19 Pandemic. In doing this the CHECC aims to:

- Protect patients and consumers.
- Protect health workers.

- Protect the community.

ABOUT YOU

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Behavioural Capabilities

Interpersonal and communication.

Organisational skills with a high degree of drive

Adaptability and flexibility to accommodate.

Position Requirements/Qualifications:

- Relevant: eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications plus a minimum of five year' experience working professionally in project management is preferred. This position may include weekend work during peak demand.
- 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.
- 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.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary back fill position available for one month in January 2023. On call work is required.

Contact Officer: Imogen Mitchell (02) 5124 7135 imogen.mitchell@act.gov.au

Women, Youth and Children, Enhanced Health Services

Enhanced Child Health Services

Health Professional, MAIN Team, Enhanced Child Health Service

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 59431, several - 0271E)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Women, Youth and Children Community Health Programs 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 multidisciplinary context if not by a multidisciplinary team. The Enhanced Health Services (EHS) includes 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).

Multidisciplinary, Assessment, Intake and Navigation (MAIN) Team

Referrals regarding child abuse or developmental and behavioural concerns for children and young people are received and reviewed by the MAIN Team within the ECHS. Health Professionals in the MAIN Team are responsible for psychosocial assessment and interventions for children and families where there are concerns regarding family

violence, trauma, and abuse. Health Professionals also provide interventions regarding service navigation and parental support and psychoeducation regarding child's behaviour/diagnosis.

Health Professionals also participate in the delivery of training and education programs to CHS staff and external stakeholders and consumers.

This is a rewarding and exciting position within a vibrant service that is suitable for a dynamic, flexible, and skilled Health Professional who is committed to the delivery of high quality, trauma informed, and holistic care.

ABOUT YOU

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Behavioural Capabilities

Strong clinical, communication and interpersonal skills

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

The ability to work respectfully in partnership with staff and stakeholders

Position Requirements/Qualifications:

A Relevant degree in Social Work or Psychology and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers. A minimum of 5 years' experience working professionally in the delivery of health services to women, children, young people, and families is preferred.

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Tish Mercieca (02) 5124 2715 Tish.Mercieca@act.gov.au

Surgery

Specialist / Senior Specialist – Neurosurgeon with INR subspecialty

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 55797 - 026N9)

Gazetted: 22 November 2022

Closing Date: 29 November 2022

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The Department of Neurosurgery is a busy service supported by excellent imaging and diagnostic facilities. It manages on average 900 patient separations per annum. The Neurosurgical faculty currently consists of 4 full time staff specialists and 4 Neurosurgical Registrars (2 SET trainees and 2 non-accredited) and 3 junior medical officers. In-patients are managed in a dedicated Neurosurgical ward (which includes a high dependency area); nursing and allied health staff are specialty trained. There are 2 full time secretaries and data management. State-of-the-art Neurosurgical equipment is available in the dedicated Neurosurgical operating room – which has an intraoperative MR Scanner.

The CHS Stroke Service provides a comprehensive stroke service, including Endovascular Clot Retrieval, for the ACT and southern NSW. Between 60 and 100 endovascular stroke procedures are performed annually.

A position is available for a neurosurgeon with CCINR-recognised training and experience in endovascular neurosurgery, to jointly provide elective and acute neurosurgical services as well as participate in the 24/7 Endovascular Clot Retrieval service (1:3 on-call provision required).

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

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

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

DUTIES

Under limited direction of the Unit Director of Neurosurgery you will perform clinical duties, teaching and training, research and quality assurance, and provide leadership. You will:

Perform specialist clinical duties as required.

Undertake teaching and training of Junior Medical Staff and medical students.

Participate in research and quality assurance activities.

Provide leadership and promote a commitment to high quality customer service principles, practices, and attributes.

Participate equitably in afterhours "on call" general neurosurgery roster.

Participate equitably in afterhours "on call" ECR roster.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high quality person and family centred, safe and high quality patient care.

ABOUT YOU

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Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australasian College of Surgeons (RACS) or equivalent specialist qualifications.

Expertise and an interest in instrumented spinal surgery.

Post Fellowship training / qualifications in interventional neuroradiology and endovascular clot retrieval.

Listed on the CCINR register of practitioners with recognised INR training.

Hold a current ACT radiation license.

Be available for weekend and after-hours work.

Hold a current driver's licence.

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.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

WHAT YOU REQUIRE

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

Proven extensive experience in the practice of Neurosurgery, including endovascular neurosurgery, while commitment to the maintenance and further development of skills applicable to the area of Neurosurgery, including involvement in further education and quality assurance activities.

Highly developed communication and interpersonal skills.

Ability to manage people, including the ability to work as part of a team, provide leadership to staff and work across multidisciplinary issues.

A strong commitment to the importance and provision of teaching at all levels, including medical, nursing, scientific and allied health professional staff, both postgraduate and undergraduate.

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

To be considered for a Senior Specialist position, you will also be assessed against two or more of the following selection criteria:

Clinical: Show advanced clinical expertise in their speciality area, which may include the ability to work without supervision, as recognised by their peers.

Safety and Quality: Provide leadership through:

a demonstrated ability to be effective in leading safety and quality activities, including experience relevant to specialist college accreditation

providing senior medical input to the safety and quality activities of the medical unit and clinical division, and participating actively in specialist college accreditation, as overseen by the Australian Medical Council.

Teaching: Provide senior input using demonstrated experience in the development and provision of teaching and training at CHS and services in the surrounding region.

Research: Undertake speciality-specific research and/or have relevant publications of research in a respected health or medical journal.

Administrative functions: Support the medical unit director in the administration of the unit and provide senior medical input to the development of policies and practices of the unit.

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

Contact Officer: Tonia Sydney 0468663425 tonia.sydney@act.gov.au

Adult Acute Mental Health Services

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 37433 - 026UJ)

Gazetted: 22 November 2022

Closing Date: 15 December 2022

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Rehabilitation and Specialty Mental Health Services

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

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 consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. 12B MHU is a 10 bed Low Dependency Mental health Unit.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

DUTIES

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.

ABOUT YOU

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Behavioural Capabilities

Demonstrated clinical leadership and the ability to develop all members of the team.

Be able to communicate with influence, particularly with the diverse teams including internal and external parties within acute mental health care.

Be flexible, adaptable, and able to be comfortable with a changing work environment.

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 one 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:

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

Undergo a pre-employment National Police Check.

Note: There are Permanent and Temporary positions available for a period of six months with possibility of extension and/or permanency. Successful candidate maybe selected based on application.

Contact Officer: Shaun Bayliss 0251245406 Shaun.Bayliss@act.gov.au

Medical Services

Medical Imaging

Contracts/Resource Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 23716 - 026B3)

Gazetted: 23 November 2022

Closing Date: 7 December 2022

Details: 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: www.canberrahealthservices.act.gov.au

The Medical Imaging Department of CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

You will play a key role in the efficient administration and management of all medical imaging diagnostic and international equipment and supply functions within the CHS medical Imaging department.

ABOUT YOU

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

Behavioural Capabilities

Strong pro-active work ethic and ability to adapt to a constantly changing environment,
Commitment to achieving positive results for the department,
Ability to apply judgement, critical thinking and common sense.

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

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.

Experience in the implementation and management of service contracts relating to medical devices.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Belinda Howard (02) 5124 2798 belinda.howard@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Executive Group

Operational Director, Alcohol and Drug Service

Senior Officer Grade A \$157,201, Canberra (PN: 24098 - 02736)

Gazetted: 23 November 2022

Closing Date: 7 December 2022

Details: 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

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

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

Territory Wide Mental Health Services (TWMHS)

Adult Community Mental Health Services (ACMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

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

Position Requirements/Qualifications:

Mandatory:

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

Be registered under the Working for Vulnerable People Act.

Desirable:

Postgraduate qualifications in management field are highly desirable

Current Driver's license.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Katie McKenzie 5124 5229 Katie.McKenzie@act.gov.au

Cancer and Ambulatory Support (CAS)

Immunology

Specialist 1-5 / Senior Specialist - Immunology Specialist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 16118 - 026X1)

Gazetted: 23 November 2022

Closing Date: 7 December 2022

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

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

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

POSITION OVERVIEW

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The Immunology Department is based at the Canberra Region Cancer Centre (CRCC). There are 3.2 FTE Staff Specialists (across both Clinical Immunology (2.2 FTE) and Immunopathology (1.0FTE)) and one Clinical Immunology Advanced Trainee Registrar and one Immunopathology Advanced Trainee. Immunologists may admit patients to the Canberra Hospital.

We are looking to recruit a specialist to join our department to work as both a Clinical Immunologist (0.4FTE) and Immunopathologist (0.2FTE).

Hospital based day therapy and outpatient clinics are provided at the Canberra Region Cancer Centre (CRCC). The Department has a strong track record of research, particularly in immune deficiency, autoimmune and inflammatory disease, and allergy. There are dedicated immunology nursing staff to support the immunodeficiency service and allergy testing.

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

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

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

DUTIES

Under limited direction of the relevant Unit Director, you will perform:

Clinical Immunology:

Conduct outpatient clinics at the Canberra Hospital, participate in on-call rosters and provide inpatient care as directed.

In consultation with the Unit Director and Clinical Director, develop a specific area of interest or expertise within the Department of Clinical Immunology and participate in research relevant to same.

Contribute to the clinical governance of the unit by actively participating in clinical audit, morbidity and mortality review and by practicing evidence-based medicine including ensuring services meet the National Safety and Quality Health Service (NSQHS) Standards.

Strive for continuous professional development both in theoretical knowledge and practical skills. Contribute to the education and training of all members of the medical and scientific team, including the training of junior medical staff and the teaching of medical students.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred, safe and high-quality patient care.

Immunopathology:

Supervise the Immunopathology laboratory for two sessions during the week including liaison with referring clinicians, signing out results, and participation in an on-call roster for Immunopathology.

Contribute to the clinical governance of the Immunopathology Department through attendance at Quality Control and Laboratory Management meetings, and involvement in NATA accreditation activities

Strive for continuous professional development within the Immunopathology Department and contribute to the education and training of the registrar and scientists and medical students.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

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

A commitment to practicing holistic medicine that takes into account and is sensitive to a patient's unique psychological, spiritual and socioeconomic background.

Ability to liaise effectively with staff at all levels and across disciplines.

Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australasian College of Physicians AND Royal College of Pathologists of Australasia, or an equivalent higher specialist qualification.

Recent experience in all aspects of clinical immunology.

Be registered under the Working for Vulnerable People Act.

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.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

Contact Officer: Dr Paul Craft (02) 5124 8502 paul.craft@act.gov.au

Allied Health

Acute Allied Health Services

New Graduate Dietitian

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 17383, several - 0274H)

Gazetted: 23 November 2022

Closing Date: 9 December 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services.

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision of the Senior Dietitian, you will provide clinical dietetic services across the Canberra Health Service and contribute to service improvement and quality improvement/quality assurance activities of the department.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Flexible and adaptive approach to work

Strong interpersonal skills and confidence with communicating across a range of stakeholders.

Position Requirements/Qualifications:

Mandatory

- Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.
- Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.
- Be registered under the Working for Vulnerable People Act.
- Hold a current Driver's Licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Have an understanding of how the National 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.

Other

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: These are graduate positions available for 12 months.

Contact Officer: Sarah Gordon (02) 5124 2567 sarah.gordon@act.gov.au

Division of Surgery

Ophthalmology Outpatient Clinic

Orthoptist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 59653 - 0272P)

Gazetted: 23 November 2022

Closing Date: 16 December 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

An opportunity exists for an enthusiastic Orthoptist with more than 3 years experience to apply for a temporary part-time position within Canberra Hospital Ophthalmology Outpatient Clinic. You will be part of a dynamic multidisciplinary team providing high quality care to patients from Canberra and surrounding region. This position is for up to six months with the possibility of extension and may be awarded on application alone.

POSITION OVERVIEW

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The Ophthalmology Outpatient Clinic (Eye Clinic) is a multidisciplinary clinic of the Division of Surgery at the Canberra Hospital. The Division of Surgery is responsible for delivering inpatient and outpatient surgical services for the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions /

Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service.

The Ophthalmology Outpatient Clinic comprises of Staff Specialist and VMO Ophthalmologists, Ophthalmology Registrars, nurses, orthoptists, and administration staff. The Ophthalmology Outpatient Clinic is responsible for the coordination and delivery of emergency eye services along with select non-emergent ophthalmic health care in the ACT. Non-emergent Clinics include corneal, retinal, neuro-ophthalmic, uveitis-immunology, along with select procedure clinics. Our aim is to provide effective and efficient patient care in line with the Canberra Health Service values.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational and time management skills with a high degree of drive.

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

Effective communication and interpersonal skills with a strong ability to work respectfully within a multidisciplinary team.

Position Requirements/Qualifications:

Mandatory

- Relevant Tertiary qualifications and a minimum of 3 years paid clinical experience working professionally in Orthoptics.
- Be registered, or be eligible for registration, with the Orthoptics Board of Australia
- The successful applicant will need to be flexible in meeting the rostering requirements of the Ophthalmology Clinic and may have access to paid overtime.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a temporary part-time position at (29.4) hours per week for up to six months with the possibility of extension. The above full-time salary will be pro-rata.

Contact Officer: Barb O'Brien (02) 5124 5870 barbara.o'brien@act.gov.au

Division of Surgery

Ophthalmology Outpatients

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 45527 - 0272K)

Gazetted: 23 November 2022

Closing Date: 9 December 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

An opportunity exists for an enthusiastic Registered Nurse Level 1 to join the Ophthalmology Outpatient Clinic at Canberra Hospital in a temporary full-time role. You will be part of a dynamic multidisciplinary team providing high quality ophthalmic care to patients from Canberra and the surrounding region. This position is for up to six months with the possibility of extension and/or permanency and may be awarded on application alone.

POSITION OVERVIEW

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The Ophthalmology Outpatient Clinic (Eye Clinic) is a multidisciplinary clinic of the Division of Surgery at the Canberra Hospital. The Ophthalmology Outpatient Clinic is responsible for the coordination and delivery of emergency eye services along with select non-emergent ophthalmic health care in the ACT. Non-emergent clinics include corneal, retinal, uveitis, surgical glaucoma, neuro-ophthalmic, and uveitis-immunology, along with select procedural clinics. Our aim is to provide effective and efficient patient care in line with the Canberra Health Service values.

ABOUT YOU

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Behavioural Capabilities

Adaptability and flexibility to accommodate change while working within the multidisciplinary team.

Strong organisational skills and a positive attitude.

Excellent communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications and a minimum of 12 months post-graduation experience working professionally in nursing.

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

Desirable

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Barb O'Brien (02) 5124 5870 barbara.o'brien@act.gov.au

Office of the Deputy CEO

Campus Modernisation

Client Liaison Officer

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58757, several - 0274M)

Gazetted: 23 November 2022

Closing Date: 9 December 2022

Details: Our Vision: creating exceptional health care together

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

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Would you like to work on the largest healthcare infrastructure project undertaken in the Territory's history?
Would you like to work in progressive, multi-functional team?

This role could be the one for you!

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Canberra Hospital Expansion Critical Services Building (CSB) is a 43,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB 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 CHS.

The CSB integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public throughfare, patient transportation and back-of-house logistics distribution.

The service profile of the CSB includes:

new reception and retail outlets,

new emergency department with 127 treatment spaces,

medical imaging department dedicated to emergency and inpatients,

operating theatre complex with 22 theatres, including hybrid theatres and interventional radiology suites,

acute coronary care unit with interventional cardiac laboratories,

60 bed Intensive Care Unit with four dedicated paediatric beds (double the current capacity),

four inpatient units with 128 beds,

new sterilising services department that will replace the existing service at Mitchell ACT,

helipad with future provisioning for a second landing site,

ambulance bays,

logistics port with an underground tunnel connection to the main campus loading dock; and

significant landscape works to create a new north and south pedestrian link to the new reception and internal upgrades to ground floor of Building 2.

The CSB is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

CHS is responsible for the planning and implementation of the program of Operational Commissioning activities associated with this major infrastructure project. The Operational Commissioning Program is managed by the Campus Modernisation team.

The Campus Modernisation Team require a team of five CSB Client Liaison Officers to act as the key clinical client interface for the following Departments and service teams:

1. Emergency Department and Pathology

Perioperative Services and Medical Imaging

Intensive Care Unit, Medical Emergency Team and Helipad

Cardiology, Healthcare Technology Management, Pharmacy

Inpatient Units and Family Respite Lounge

The positions will directly report to the CSB Senior Change Specialist, Campus Modernisation. The roles will act on behalf of the client department to consult with key stakeholders on the Operational Commissioning Program activities and provide advice to the Campus Modernisation team.

The roles will require professionalism and maturity to succeed in a fast-paced environment engaging multiple stakeholders. A strong work ethic and a positive attitude are important success criteria for these roles.

It is expected that these roles will offer an excellent client service and ensure work is completed in a compliant and efficient manner that meets our clients' objectives.

ABOUT YOU

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Behavioural Capabilities

- Strong interpersonal and communication skills.
- Ability to multi-task, with attention to detail and in meeting deadlines.
- Adaptability and flexibility to accommodate change and be responsive to meet clients' needs.

- Proficiency in writing documentation which articulates the clinical business needs and in providing advice.

Position Requirements/Qualifications:

Mandatory

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

- Tertiary qualifications in health, management or a related discipline.
- Experience in projects associated with health services development and delivery.
- Prior experience of working in government
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: These are temporary positions available for 2 years.

Contact Officer: Vanessa Brady 0404 364 949 vanessa.brady@act.gov.au

Allied Health

Acute Allied Health Services Physiotherapy

Physiotherapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 58508, several - 02745)

Gazetted: 23 November 2022

Closing Date: 7 December 2022

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Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. This position rotates across inpatient and specialised outpatient services. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient care.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, clinical supervision sessions, competency-based skills assessments, on the job training, and internal and external professional development opportunities.

Note: You will be required to participate in an overtime, restricted on-call and shift rosters

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory

Relevant Tertiary qualifications (or equivalent) in Physiotherapy

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

At least one year of full-time equivalent work experience as a physiotherapist

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

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: There are several permanent and temporary positions available. Temporary positions are available for 11 months with the possibility of extension and/or permanency.

Contact Officer: Kerry Boyd (02) 5124 2154 Kerry.Boyd@act.gov.au

Infrastructure and Health Support Services

Business Operations

Contract Administration and Contract Management Support Officer

Contract Administration and Contract Management Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 10949 - 026Y8)

Gazetted: 22 November 2022

Closing Date: 8 December 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

The Business Operations Team ensures best practice contract management principles during the operational phases of our commercial contracts. All contract management activity undertaken by the team will align under the foundation pillars of the contract management framework, developed to directly support CHS' Corporate Strategy Plan.

University of Canberra Hospital Facilities Maintenance (UCH FM) is a section which manages both outsourced and in-house facilities management and maintenance services to UCH. Ten distinct service lines are provided by head contractor BGIS under the UCH FM Contract, delivering a people-centred physical environment and support services that promote patient recovery and the wellbeing of all facility stakeholders.

Domestic and Environmental Services (DES) manages the contracts providing cleaning, clinical waste streams and linen services to Canberra Hospital and extended CHS sites. Together, DES and UCH FM form part of the combined Commercial Contract Management unit within Business Operations Division.

ABOUT YOU

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

Behavioural Capabilities

High level communication skills and interpersonal skills

Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within Canberra Health Services.

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

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

Position Requirements/Qualifications:

Mandatory

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

Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Ralph Bradbury (02) 5124 7993 Ralph.Bradbury@act.gov.au

Canberra Institute of Technology

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

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

Board and CEO

Board and CEO

Chief Executives Office

Executive Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59773)

Gazetted: 23 November 2022

Closing Date: 30 November 2022

Details: Are you interested in contributing to building the ACT's future workforce? Do you thrive in a dynamic, high-pace environment and enjoy a variety of duties?

The Canberra Institute of Technology (CIT) is a dynamic, connected, and diverse vocational education and training institution and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*.

CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally, and internationally.

We are looking for an experienced Executive Officer with personal drive and integrity to lead the executive support team provide strategic administrative and operational support to the CEO of the CIT.

To be competitive for this role you will need to be highly organised, thrive in a dynamic workplace and have high regard for confidentiality and high level stakeholder management. Experience working in an Executive Office in the Australian Public Service, ACT Public Service or similar is highly desirable.

CIT supports flexible working arrangements, and individual working arrangements that meet and 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, culturally and linguistically diverse people, people with disability, and LGBTIQ+ people, 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 working on Cabinet, Ministerial and Government business, specifically in the ACT Government and/or Government context.

Advanced knowledge and policy expertise of the VET sector and the broader ecosystem within which CIT operates.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: RaphaelaJ Higginbotham 02 6205 0290 RaphaelaJ.Higginbotham@cit.edu.au

Education and Training

Technology and Design

Cyber Security

Cyber Security Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 59648)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: The Canberra Institute of Technology (CIT) Cyber Security Department is seeking a highly motivated and professional individual to deliver Cyber training for the Certificate IV in Cyber Security and Graduate Certificate in Networking and Cyber Security programs.

Cyber Security is a growing and dynamic industry which needs dedicated, passionate and highly skilled industry professionals to deliver training. Our dedicated teachers use real and simulated scenarios to provide students with the latest skills and knowledge to prepare them for a range of Cyber roles.

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

Note: This role can be carried out remotely.

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

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

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

- Either a Certificate IV in Cyber Security, Diploma in IT or higher, Bachelor in IT/Cyber or Graduate Certificate in Cyber Security

- CCNA1

Industry Experience

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

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

Desirable

- Industry certifications e.g. CISCO Instructor, VMware, Palo Alto
- Knowledge and skill using PowerShell, Windows Servers, Cisco routers/switches
- Knowledge and skill in cloud computing
- Programming languages C++, Java, Python

Notes: This position is a full-time permanent role. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a written response (not pitch) to the Selection Criteria outlined in the attached Position Description, include a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Andrew Colquhoun (02) 6207 9934 Andrew.Colquhoun@cit.edu.au

Board and CEO

Board and CEO

Chief Executives Office

Executive Assistant CEO CIT

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07163)

Gazetted: 21 November 2022

Closing Date: 4 December 2022

Details: Are you interested in contributing to building the ACT's future workforce? Do you thrive in a dynamic, high-pace environment and enjoy a variety of duties?

The Canberra Institute of Technology (CIT) is a dynamic, connected, and diverse vocational education and training institution and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*.

CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally, and internationally.

We are looking for an experienced Executive Assistant with personal drive and integrity join the Executive Support team, and provide administrative and operational support to the CEO of the CIT.

To be competitive for this role you will need to be highly organised, thrive in a dynamic workplace and have high level coordination skills. Strong communication and stakeholder management experience are key to success in this role. You will need to demonstrate a high degree of independence and confidentiality, while being adaptive in the workplace to meet requirements of a fast-paced environment. Experience working in an Executive Office in the Australian Public Service, ACT Public Service or similar is highly desirable.

The role encompasses a wide range of Executive support duties, including diary management, making travel and meeting arrangements, coordination and liaison on the Institute's activities and assisting in workflow progression. CIT supports flexible working arrangements, and individual working arrangements that meet and 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, culturally and linguistically diverse people, people with disability, and LGBTIQ+ people, 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.

The ability to work flexibly under limited supervision is required

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: CarolinaD Ross (02) 6205 3309 CarolinaD.Ross@cit.edu.au

Education and Training Services

Education Services

Awards and Programs

Education Services Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 38926)

Gazetted: 21 November 2022

Closing Date: 28 November 2022

Details: CIT Education Services is seeking an enthusiastic team member to work in the Awards and Programs team. You will help students complete their CIT journey by reading and assessing qualification compliance reports and issuing qualifications and transcripts to My eEquals; and participate in a roster to respond to telephone queries, as well as email and CRM incidents, to assist students to set up their My eEquals accounts and direct students to find help with their student record.

You will also help with training package and course implementation, entering and maintaining the course and subject details on CIT's student information system, including entering course completion requirements from training package qualifications rules and managing related documentation.

An established proficiency in working with business systems and general recordkeeping are required, along with an enthusiasm to expand and acquire new skills. Experience working in an adult educational setting will be an advantage.

Notes: The position is a temporary position based in Awards and Programs at CIT Bruce campus for an immediate start for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a pitch (two pages maximum) and a curriculum vitae, along with contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sheree Billingham (02) 6207 4112 Sheree.Billingham@cit.edu.au

Education and Training Services

CIT Trade Skills

Head of Department

Manager Education Level 1 \$133,267, Canberra (PN: 51859, 51895)

Gazetted: 18 November 2022

Closing Date: 6 December 2022

Details: Applications are invited for two full-time permanent roles of Head of Department within the Trade Skills College:

Head of Department, Manager Education Level 1, CIT Trade Skills in Hospitality Culinary and Tourism; PN51859

Head of Department, Manager Education Level 1, CIT Trade Skills in Construction - PN51895

The Head of Department will, through quality leadership and management of education and related activities, contribute to the achievement of departmental/college goals while enhancing the student experience. These positions will report to the Director, College of Trade Skills.

Key Skills for the position include:

Efficiently and effectively manage, administer and co-ordinate the activities of the department in accordance with Institute policy and operational priorities.

Provide professional education leadership

Manage, distribute and utilise financial, human, and physical resources

Engage with students, staff and industry partners to develop and deliver high quality and relevant training offerings.

CIT supports workforce diversity and is committed to creating an inclusive workplace.

As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

QUALIFICATIONS AND EXPERIENCE

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING/INDUSTRY EXPERIENCE

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

For managers at or above Manager Education - Level 1:

Vocational qualifications are highly desirable; however, where managers engage in direct teaching activity (anywhere within CIT) subclause 40.10 will also apply to them, as it relates to the teaching activity; and Industry experience is highly desirable (although this does not have to be in the disciplines being supervised).

DESIRABLE

Bachelor of Education, Management or relevant higher level qualification.

Notes: Please ensure you apply against the relevant Position Description to meet your qualifications and experience.

How to Apply: Please provide a written response addressing the Selection Criteria and provide a current curriculum vitae and two referee reports.

Applications should be submitted via the 'Apply Now' button below

Contact Officer: IlsaR Stuart (02) 6207 3741 IlsaR.Stuart@cit.edu.au

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

Education and Training Services

CIT Pathways College

CIT Student Support

Innovations and Project Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58909)

Gazetted: 18 November 2022

Closing Date: 25 November 2022

Details: This position is a 12-month Temporary Employment contract, with the potential of extension and the possibility of streamlining.

This position coordinates the Fee Assistance program and plays a critical role overseeing the administration and HR processes in Student Support and CIT Pathways College. This position will work in collaboration with the Innovations and Project Coordinator to ensure services for students and staff across the college are seamless. Ability to work CIT systems and experience in adult education/VET and education/support delivery models required.

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

Eligibility/other requirements:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* (the WWVP Act) is required. For further information on Working with Vulnerable People registration refer to - <https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-tab-overview>.

Desirable qualifications and/or registrations/licencing

Current drivers' licence.

Diploma of Business Administration, Diploma of Management or Diploma of Government

Notes: This is a temporary position available for a period of 12 months with the possibility of extension and/or streamlining. The start date will be negotiated with the successful candidate. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector

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

How to Apply: Please provide:

a maximum of two-page response to the attached Selection Criteria

a curriculum vitae

two referee reports using the *attached referee report template*.

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

Applications should be submitted directly via the Apply Now button below

Contact Officer: Rhonda Fuzzard (02) 6207 4914 Rhonda.Fuzzard@cit.edu.au

Education and Training Services

Innovations and Fee Assistance Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58896)

Gazetted: 17 November 2022

Closing Date: 24 November 2022

Details: This position has a critical role in overseeing and coordinating projects within the College/s, collation of data and provision of high-level administrative support. This position will work in collaboration with the Innovations and Fee Assistance Coordinator to ensure services for students and staff across the college are seamless, including training and supervision of administrative staff across the College/s and any areas covered by the CIT Pathways College Director.

Ability to work CIT systems and experience in adult education/VET and education/support delivery models required.

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

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

Desirable qualifications and/or registrations/licencing

Current drivers' licence.

Diploma of Business Administration, Diploma of Management or Diploma of Government

Note: This position is a 12-month Temporary Position with the potential of extension and/or the possibility of streamlining.

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

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

How to Apply: Please provide:

a maximum of two-page response to the attached Selection Criteria

a curriculum vitae

two referee reports using the attached referee report template.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Rhonda Fuzzard (02) 6207 4914 Rhonda.Fuzzard@cit.edu.au

Corporate Services

Human Resources

Manager – People, Performance and Culture

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55272)

Gazetted: 17 November 2022

Closing Date: 1 December 2022

Details: The Canberra Institute of Technology (CIT) is a dynamic, connected, and diverse vocational education and training institution and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*.

CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally, and internationally. CIT has an exciting opportunity for a dynamic, enthusiastic, and experienced individual to lead the People, Performance and Culture team develop and implement key People, Performance and Culture initiatives to embed a culture of adaptable, contemporary learners within the Institute, in line with CIT's Cultural Traits. The position will lead the People, Performance and Culture team, working with the Senior Director Human Resources, to deliver a strategic approach to learning and development, attraction and retention, and change management, with a focus on building capability, improving productivity and increasing staff engagement. 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 human resources, organisational development, learning development or related fields are highly desirable.

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 one-page personal pitch providing examples from your experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Accompanying your pitch please provide your curriculum vitae including two referees.

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

Contact Officer: RaphaelaJ Higginbotham 02 6205 0290 RaphaelaJ.Higginbotham@cit.edu.au

Education and Training Services

Education Services

Program Design

Head of Department

Manager Education Level 1 \$133,267, Canberra (PN: 51712)

Gazetted: 17 November 2022

Closing Date: 1 December 2022

Details: Canberra Institute of Technology (CIT) Education Services is seeking a vocational education leader with skills and experience in leading the design and development of quality Vocational Education and Training (VET) courses including flexible and engaging learning and assessment resources. You will have deep knowledge of the VET Quality Framework and its application to a large Registered Training Organisations (RTO).

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.

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

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

For managers at or above Manager Education – Level 1:

Vocational qualifications are highly desirable; however, where managers engage in direct teaching activity (anywhere within CIT) subclause 40.10 will also apply to them, as it relates to the teaching activity; and Industry experience is highly desirable (although this does not have to be in the disciplines being supervised).

DESIRABLE

Bachelor of Education, Management or relevant higher level qualification.

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

How to Apply: Please submit a max one-page pitch stating how you will contribute to CIT in this key function, with a max six-page curriculum vitae (stating qualifications and the contact details of two referees preferably including your current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 Elizabeth.Tomaras@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Economic Development

Skills Canberra

Fee Free Training Initiatives

Fee Free Training Initiatives Program Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53810)

Gazetted: 21 November 2022

Closing Date: 28 November 2022

Details: Skills Canberra is looking for a motivated and conscientious person to join the Fee Free Training Initiatives team as the Fee Free Training Initiatives Program Officer. Fee Free Training Initiatives includes the JobTrainer program which was established in 2020, under agreement with the Australian Government, to provide free vocational education and training (VET) to young people aged 17-24 and job seekers in areas of employment growth following the COVID-19 crisis. To be successful in this role you must be effective in working in a fast paced and at times, pressured environment. You will need experience in supporting program development and implementation, strong written and organisational skills, strong attention to detail and a desire to build and maintain quality relationships with a range of internal and external 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

A knowledge of the vocational education and training sector is desirable.

Notes: This is a temporary position commencing December for three months with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is part of a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Flexible working arrangements can be discussed.

How to Apply: Please submit a maximum two page pitch responding to the Professional / Technical Skills and Knowledge and the Behavioural Capabilities, an updated curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rhiannon Heffernan (02) 6205 7041 Rhiannon.Heffernan@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Office of the Environment Protection Authority

Environment Protection Officer

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 15671)

Gazetted: 18 November 2022

Closing Date: 2 December 2022

Details: The Office of the Environment Protection Authority (EPA) is seeking an Environment Protection Officer to work within the Water Regulation Unit and conduct regulatory activities related to water resources and lakes. The EPA sits within Access Canberra and is based out of the Dickson Office Block on Northbourne Avenue. We offer:

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

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

Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities, and implement new initiatives. We use a risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those not doing the right thing to protect our community.

This position will report to the manager of the Water Regulation Team within the EPA.

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:

Current ACT or equivalent driver's licence

A relevant tertiary qualification and/or other environmental qualifications related to natural resource management are highly desirable.

Relevant qualifications and/or experience in licencing, inspections, and compliance are highly desirable.

Demonstrated ability in the use of information technology and database systems.

Notes: This is a temporary position available immediately until 4 July 2023 with possibility for extension of 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. 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. Current and former ADF members are encouraged to apply.

How to Apply: Please reply to the contact officer with a two page submission responding to the Selection Criteria and outlining why you would be the best person for this position.

Applicants should also include in their response a current curriculum vitae, with the details of at least two referees.

For more information, please contact Patrick Bacon on (02) 6207 2142 or patrick.bacon@act.gov.au

Applications should be submitted directly via the Apply Now button below

Contact Officer: Patrick Bacon (02) 6207 2142 Patrick.Bacon@act.gov.au

Treasury

Budget, Procurement, Infrastructure and Finance

Procurement ACT

Procurement Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 50241)

Gazetted: 18 November 2022

Closing Date: 2 December 2022

Details: Procurement ACT is looking for a motivated individual to support our busy Procurement Help Desk team in delivering procurement services and system support to its customers and stakeholders.

We operate in a fast-paced environment to deliver whole of government procurement advice, systems support and administration.

Our ideal candidate has exceptional customer communication and service delivery skills and will thrive working in a busy service environment. We would love a team member that is positive minded and willing to take on new challenges to support the continuous improvement in our quality of services.

In return, we will offer you a supportive and professional team environment that allows you to develop your procurement knowledge in a growing and sought-after profession. Build a strong foundation or add to your current procurement experience to advance your career to the next level.

Send us your application and get started on the next exciting chapter in your career!

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: To apply for this role please supply a copy of your curriculum vitae and, as described in the Position Description as well as completing the details required on the coversheet, applicants will be required to provide an application in the format specified below.

Taking into consideration the *Duties/Responsibilities* section of the position description, please provide a general overview of why you believe you are suitable (maximum 400 words).

Please describe your key relevant achievements which support your claims (maximum 400 words).

Applications should be submitted directly via the Apply Now button below

Contact Officer: Fiona Vink (02) 6205 6572 Fiona.Vink@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Corporate Applications

Assistant Director, Power BI

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 05211)

Gazetted: 17 November 2022

Closing Date: 4 December 2022

Details: We are seeking an experienced and motivated person to take on the role of Assistant Director, Power BI. The Assistant Director, Power BI is responsible for the ACTGOV Power BI Service, promoting the use of Power BI, liaising with stakeholders as they develop products/solutions and arranging demonstrations and pipeline training for Power BI subject matter experts across directorates.

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

Eligibility/Other Requirements:

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

Notes: Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

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

How to Apply: After reviewing the Position Description, please provide a written response (of no more than two pages) addressing your relevant skills and experience against each of the capabilities listed under the "what you require" section. You will need to upload your curriculum vitae and details of two referees (of which one should be your current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Andreza Redmayne (02) 6207 0566 Andreza.Redmayne@act.gov.au

Communications and Engagement

Strategy and Creative

Campaigns and Creative Services

Director, Campaigns

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59620)

Gazetted: 18 November 2022

Closing Date: 9 December 2022

Details: Are you an experienced marketing expert and leader, ready for a new challenge?

Do you enjoy developing engaging campaigns and bringing together ideas?

Do you want to make a real difference in the community you live in? If so, we want to hear from you!

Apply your skills and knowledge and become the leader of our campaigns team who are responsible for the development and implementation of integrated communications marketing campaigns. We work in a fast-paced, creative environment with a strong client service ethic.

We are seeking someone who has the ability to:

Manage a professional team responsible for the development and delivery of tier one and strategic government campaigns. Including mentoring, managing workloads, building positive team culture and progressing career development.

Provide expert advice to develop communications campaigns and programs that include a mix of advertising, public relations, creative development, digital and content marketing activities.

Lead the strategic implementation and evaluation of campaign project plans, schedules and budgets in line with campaign objectives.

Provide oversight to the project management of strategic campaigns with a range of media and creative service suppliers and agencies to produce and deliver the necessary plans and assets to bring strategic, targeted and effective marketing campaigns to life on time and on budget.

Provide expert advice on emerging communications and digital media opportunities.

Bring an audience-first lens to your team's work, informed by research, insights and evaluation.

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 such as in marketing, media and/or Public Relations and approximately five years industry experience is highly desirable.

A Driver's (Class C) license is 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 \(act.gov.au\)](#)

Note: This is a full-time permanent position.

Selection may be based on application and referee reports only.

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

How to Apply: Please review the relevant Position Description (attached) for the position and submit a maximum two A4 page Expression of Interest detailing your relevant skills and experience, along with your curriculum vitae and the contact details of two referees.

For any enquiries please contact Byron Little on Byron.little@act.gov.au or 0433 016 753.

Applications should be submitted via the Apply Now button below.

Contact Officer: Byron Little (04) 3301 6753 Byron.Little@act.gov.au

Treasury

Budget, Procurement, Infrastructure and Finance

Procurement ACT

Data Entry Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 49231)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: Procurement ACT is looking for a motivated individual to support our busy Procurement Help Desk team in delivering system support and administration to its customers and stakeholders.

We operate in a fast-paced environment to deliver whole of government procurement, advice, systems support and administration.

Our ideal candidate has great attention to detail and will thrive working in a busy service environment. We would love a positive minded team member willing to take on new challenges to support continuous improvement in our quality of services.

In return, we will offer you a supportive and professional team environment that allows you to develop your procurement knowledge in a growing and sought-after profession.

Send us your application and get started on the next exciting chapter in your career!

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:

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

How to Apply: To apply for this role please supply a copy of your curriculum vitae, as described in the Position Description as well as completing the details required on the coversheet, applicants will be required to provide an application in the format specified below.

Taking into consideration the *Duties/Responsibilities* section of the position description, please provide a general overview of why you believe you are suitable (maximum 400 words).

Please describe your key relevant achievements which support your claims (maximum 400 words).

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Vink (02) 6205 6572 Fiona.Vink@act.gov.au

Economic Development

Venues Canberra

Event Delivery Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 30706)

Gazetted: 21 November 2022

Closing Date: 28 November 2022

Details: Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval. These are Canberra's leading sporting, event and function venues. Some of the Venues major clients include the Brumbies, Canberra Raiders, GWS Giants, Cricket Australia, Summernats, National Folk Festival and Handmade Markets. EPIC also manages a camping/caravan park on its site with over 200 spaces.

Based at EPIC, Venues Canberra require an Event Delivery Manager. The successful applicant will have demonstrated experience, preferably of three years or more, in the event or venue industry. High level oral and written communication skills are required as the Event Delivery Manager engages with stakeholders, customer and contractors to ensure high level service is provided across all events and functions. The position works independently and leads a team to deliver events within agreed timeframes.

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:

C Class Driver's License essential.

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

Notes: This is a temporary position available immediately up until 16 January 2023. This position is available to ACT Government officers and employees only. Selection may be made based on the written Expression of Interest and referee reports only.

How to Apply: Please provide a written Expression of Interest of no more than two pages addressing the Selection Criteria along with a current curriculum vitae along with referee contact details.

Applications should be sent to the Contact Officer.

Contact Officer: Milton Obrien (02) 6256 6716 Milton.Obrien@act.gov.au

Communications and Engagement

Content, Governance and Protocol

Content - Media and Public Relations

Assistant Director, Content (Media and Public Relations)

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 19773, several)

Gazetted: 17 November 2022

Closing Date: 8 December 2022

Details: Do you have media experience, embrace working in a dynamic environment and enjoy working with a variety of stakeholders?

Do you want to join a dynamic team of communications, engagement, marketing, digital and content specialists who are driving the future of government communications?

This may be the job for you!

The Media and Public Relations team is looking for **two successful applicants** to join our small team in delivering high quality content and media outcomes for stakeholders, including the Chief Minister's Office.

You will work with a variety of teams across the directorate and broader government to deliver proactive and reactive communication projects to the ACT community.

Collaborating within and across teams to develop and distribute high quality content, the successful applicant will: develop and provide well researched, evidence-based content and responses across all communication channels, audiences and stakeholders

collate and strategically prepare information in response to media requests including talking points, training and briefings

liaise effectively with media representatives and a range of internal and external stakeholders

work collaboratively across government with Senior Officers, Executives and Ministers' Offices to proactively improve content provided to our community.

If you work well in a team, are self-motivated and proactively look for solutions to problems, we would love to hear from you.

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

Eligibility/Other Requirements:

Relevant tertiary education qualifications and/or demonstrated minimum of three years' experience working professionally in communication, journalism, media and/or public relations is highly desirable.

Notes: There are two full-time temporary positions available from January 2023 for up to 12 months with the possibility of extension and/or permanency.

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

These positions operate in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working.

Staff are currently working from home, as well as from the office, due to the COVID-19 restrictions. Please discuss any concerns you may have with the Contact Officer.

How to Apply: If you're interested in this opportunity, please submit a two-page (maximum) pitch addressing the Position Description and how you could make a positive contribution to the media and public relations team in the Chief Minister, Treasury and Economic Development Directorate.

Please include an up-to-date curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacquie Bunt 0466 937 557 Jacquie.Bunt@act.gov.au

Director, Graduate and Entry Talent

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14236)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: About the Job

Yuma! Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for leading the flexible and hybrid work agenda, and we are putting dedicated effort towards driving a more inclusive workforce cultures across the ACTPS, contemporary leadership practices which support trust and change, attractive and competitive entry talent programs, and encouraging and embedding innovation into the way the ACTPS works.

We have an exciting opportunity for a Director to join us here at the ACTPS Centre for Leadership and Innovation.

As a Director of ACTPS Graduate and Entry Talent Programs, you can expect to be on the forefront of an exciting and challenging work program.

Our Graduate Program has grown by over 130% in just two years, which is testament to the regions clever graduates spotting just what the ACTPS has to offer (and of course our great work in promoting the program).

Join us as we continue to evolve this growing program to support top talent enter a progressive public service workplace, to deliver to our local citizens, in one of the world's best cities.

Landing this job will mean leading a team to evolve and implement the ACTPS Graduate Program; attract and recruit the next years' graduates in a highly competitive graduate talent market; and identify other, innovative ways to attract high potential talent for high demand, entry level jobs. You will also collaborate to develop (or provide advice) on workable solutions; and keep a range of stakeholders across progress.

You will work with a team of enthusiastic professionals who come from a variety of professional backgrounds and areas of expertise so don't expect to do it alone.

Diverse background?

As you would expect, we embrace workforce diversity and are committed to creating an inclusive workplace. We offer a warm welcome to applicants who identify as Aboriginal and/or Torres Strait Islander, people with disability, LGBTIQ+, Veterans, neurodiverse, and those from culturally and linguistically diverse backgrounds.

Need ACTPS experience?

Nope, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

Where can you work?

We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and our new Innovation Centre.

How to Apply? Please submit a two-page (maximum!) pitch addressing the professional and behavioural capabilities, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Angela Schach and Janet Wilson 0452209590 Angela.Schacht@act.gov.au; Janet.Wilson@act.gov.au

Corporate

Workforce and Information Services

Culture, Engagement and Workforce Planning

Communications and Engagement Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59797)

Gazetted: 23 November 2022

Closing Date: 8 December 2022

Details: Yuma/hello! Are you interested in building an inclusive, flexible and innovative workplace that elevates the voice of its employees? Do you enjoy organising events, building collaborative partnerships and improving the wellbeing of your colleagues?

We have an exciting opportunity for a passionate communications professional to join the Corporate area for the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

As the Communications and Engagement Officer in the Culture, Engagement and Workforce Planning team you will be supporting the development of engagement activities to foster a progressive, sustainable and innovative organisation that values its people and ideas.

In partnership with the Assistant Director, Employee Engagement, you will provide all-round communications support to grow networks, connections and belonging for Directorate employees.

To succeed in the role, you will be an experienced communications whiz with an enthusiasm for fostering engagement activities that contribute to a workforce where people can thrive. You will work with a team of enthusiastic professionals who are committed to a people centred workplace that takes action to improve its employee experience.

Where can you work?

The ACT Government aims to be the most progressive jurisdiction in Australia for hybrid and flexible working. We offer access to ongoing hybrid work arrangements including home-based and activity-based working when in the Civic or Gungahlin offices.

Diverse background?

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 12 months with the possibility of permanency.

How to Apply: Please submit a two-page (maximum) pitch addressing the professional and behavioural capabilities, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the [Apply Now button below](#).

Contact Officer: Mischa Warren (02) 6205 3925 Mischa.Warren@act.gov.au

Access Canberra

Construction Utilities and Environment protection

Rapid Regulatory Response Team

Compliance Regulator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 25332)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of building in the ACT? This might be the opportunity for you. Applications are sought to fill the temporary position of Compliance Regulator in the Rapid Regulatory Response Team.

Access Canberra is looking for a person with a unique combination of skills, knowledge, and behaviours to fill the role of Compliance Regulator in the Rapid Regulatory Response Team. In this role you will respond to complaints received by Access Canberra in relation to building and planning matters. You will conduct complex regulatory activities to assess compliance with the relevant Acts, Regulations, and technical building requirements, as well as on-site inspections and audits. The role requires extensive liaison and communication with a range of stakeholders, including owners of properties, construction professionals and complainants. You will assess and provide ACT building and planning legislation related advice on site to stakeholders while adhering to Access Canberra's engage and educate policy approach to resolving complaints.

You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. If you are up for a professional challenge in an environment that will support your growth and development as a regulator then this is the role for you. Please see the attached Position Description for an outline of the position's responsibilities.

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 for the role are:

Excellent customer service skills

Extensive knowledge of ACT building and planning legislation (including ACT development approval and building approval frameworks)

And other relevant legislation, along with a very good understanding of Canberra building industry networks.

Notes: This is a temporary position available from 12 December 2022 until 30 June 2023 with the possibility of extension up to 12 months and/or permanency. Candidates shortlisted for an interview may have to undertake a knowledge test prior to the interview. A merit pool will be prepared from this recruitment process which will be used to fill future similar permanent or temporary opportunities in Rapid Regulatory Response Team if positions become available prior to 30 June 2023 or as extended as mentioned above from the completion of current recruitment process.

How to Apply:

If you have read the Position Description and Selection Criteria and would like to apply for the role, please send:

Your curriculum vitae

a two-page response addressing the Selection Criteria giving examples of your experience that demonstrates you can successfully perform this role (maximum of two pages)

Applications should be submitted via the Apply Now button below

Contact Officer: Ajith Buddhadasa 0262058359 Ajith.Buddhadasa@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Office of the Environment Protection Authority

Environment Protection Officer

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 19288)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: The Office of the Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our vision is a sustainable environment for future generations.

The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, waste, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, *Water Resources Act 2004*, *Clinical Waste Act 1990* and the *Lakes Act 1970* as well as their associated regulations and other subordinate legislation.

The EPA is seeking an Environment Protection Officer to work within the Environmental Quality team and conduct regulatory activities related to contaminated sites and hazardous materials.

The EPA sits within Access Canberra and is based out of the Dickson Office Block on Northbourne Avenue. We offer:

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

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

Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities, and implement new initiatives. We use a risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those not doing the right thing to protect our community.

This position will report to the manager of the Environmental Quality within the EPA.

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:

Current ACT or equivalent driver's licence

Mandatory qualifications in Engineering, Environmental Science, Applied Science or related field are required or extensive relevant experience in the management of contaminated sites and associated hazardous substances and their impacts on the environment.

Demonstrated ability in the use of Geographic Information Systems and database systems.

Notes: This is a temporary position available immediately until 14 July 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 reply to the contact officer with a two-page submission responding to the Selection Criteria and outlining why you would be the best person for this position.

Applicants should also include in their response a current curriculum vitae, with the details of at least two referees.

For more information, please contact Patrick Bacon on (02) 6207 5311 or david.power@act.gov.au

Contact Officer: David Power (02) 6207 5311 DAVID.POWER@act.gov.au

Procurement ACT

Executive Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55194)

Gazetted: 21 November 2022

Closing Date: 28 November 2022

Details: We are seeking a motivated and organised individual to join our fast-paced, high-performing team. This position will work closely with the Executive to support workplace objectives. This includes Ministerial responses, Budget Estimates, Speeches, Cabinet Submissions, Questions on Notice, Corporate Reporting requirements and a range of other projects as required.

Our ideal candidate will have a positive can-do approach as well as exceptional interpersonal and communication skills. You will be amazing at prioritising your time and workload as well as being highly organised. You will also be able to display resilience, tact and empathy when required.

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

How to Apply: Please provide responses to each of the Selection Criteria (maximum 400 words per Selection Criteria) and provide a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

Economic Development

Venues Canberra

Workplace Health and Safety Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 45377)

Gazetted: 21 November 2022

Closing Date: 2 December 2022

Details: Venues Canberra manage the Territory's major venues of GIO Stadium, Manuka Oval and Exhibition Park in Canberra. We are seeking a Work Health and Safety officer to assist in our Safety, Security and Emergency Management team to implement a safety management framework across our venues. The role includes maintaining, implementing and documenting policies, procedures and plans. The successful applicant will support best practice and liaise with key stakeholders, clients and contractors in relation to safety and risk requirements. The position requires an officer who can work independently and as a member of a small team, has a knowledge of WHS practices and principles and excellent oral and written communication skills. Time management skills and the ability to prioritise workload is 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.](#)

Eligibility/ Other Requirements

Compliance Requirements / Qualifications

Essential:

C Class Driver's License.

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

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:

Possession of or the ability to acquire a first aid certificate

How to Apply: To apply, please supply a current curriculum vitae including referee contact details and a written response addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Marriage (02) 6207 5078 Steve.Marriage@act.gov.au

Access Canberra

Service Delivery and Engagement

Land, Planning, and Building Services

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 13557)

Gazetted: 22 November 2022

Closing Date: 29 November 2022

Details: The Service Delivery and Engagement branch in Access Canberra is looking for someone who loves leading multi-faceted teams and has passion for great customer service delivery to work in our dynamic team orientated environment. If you enjoy applying strategic thinking skills and are outcome driven, this is the role for you. This is a fantastic chance to get your hands dirty in the fields of construction, planning, land administration, and great opportunity to build networks with internal and external stakeholders. With a number of exciting projects in 2023 to sink your teeth into, this will be a fabulous opportunity to further your skills under many disciplines.

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 eight weeks with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please include a pitch of no more than two pages addressing the selection criteria in the job description and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fred Arugay (02) 6207 1797 Fred.Arugay@act.gov.au

Treasury

Budget, Procurement, Infrastructure and Finance

Procurement ACT

Assistant Director – Division Governance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59638)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: We are seeking a motivated and highly organised individual with experience in Government processes and legislation.

This position will work closely with the Executive to support and implement workplace objectives. This includes Ministerial responses, Budget Estimates, Speeches, Cabinet Submissions, Questions on Notice, Corporate Reporting requirements and a range of other projects as required.

This position will also include secretariat support to procurement boards and committees, including the Government Procurement Board. In addition, this position will be responsible to supporting division finance activities.

Our ideal candidate will have exceptional, well-developed interpersonal and communication skills. You will be amazing at prioritising your time and workload as well as being highly organised. You will also be able to display resilience, tact and empathy when required.

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: Please note, this position is in a new 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. 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 apply by submitting a copy of their curriculum vitae and responses to the Selection Criteria (maximum 500 words per criteria).

Applications should be submitted via the Apply Now button below.

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

Treasury

Budget, Procurement, Infrastructure and Finance

Procurement ACT

Executive Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 12936)

Gazetted: 23 November 2022

Closing Date: 7 December 2022

Details: We are seeking a motivated and organised individual to join our fast-paced, high-performing team for the position of Executive Support Officer.

We are looking for an Executive Support Officer who can draw on their administration and people skills, and provide quality executive support, provide quality assurance, and effectively manage stakeholder relationships.

As an Executive Support Officer, you will support the day-to-day operations of your Procurement ACT Executives and the division, including the provision of advice and support on a range of administrative matters.

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

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

How to apply: Please submit a written application addressing the selection criteria limiting responses to 300 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Dave Purser (02) 6205 8013 Dave.Purser@act.gov.au

Communications and Engagement

Strategy and Creative

Campaigns and Creative Services

Assistant Director, Creative Services (Studio Manager)

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38851)

Gazetted: 21 November 2022

Closing Date: 12 December 2022

Details: Are you an experienced studio manager or creative project manager, ready for a new challenge? Do you enjoy working in a team that develops engaging campaigns and creative products? Are you a problem solving expert who loves to make sure deadlines are achieved?

We're looking for someone that can problem solve and help take our communication to a new level as we support Canberra's growth into the world's 'coolest little capital'.

The Studio Manager works with the creative team and other communications experts to guide and manage creative projects from initiation through to project completion. The role includes client management, production management, quality control, procurement management, resource allocation and deadline management.

The successful applicant will have excellent project management skills, work well in deadline oriented environments, have strong organisational and problem-solving skills, must have very good attention to detail and be able to communicate effectively both verbally and in writing. A strong knowledge of the design and production process is critical.

Some of the responsibilities of the role include:

Managing the workloads, scheduling and quality control for a team of creative designers.

Assess, assign and prioritise creative briefs and provide professional and expert guidance for creative and production best practice.

Lead the implementation of creative project plans, schedules, budgets, reporting, procurement and evaluation for complex creative projects.

Provide support for video and photography shoots including supplier management, venue permissions, talent sourcing, risk management and other production requirements.

Manage the digital asset management system (DAM) for photography and video, archive records and design equipment for creative services.

Provide leadership, management, guidance, feedback and training opportunities for team members and key 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 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 full-time permanent position. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the relevant Position Description (attached) for the position and submit a maximum of two A4 page Expression of Interest detailing your relevant skills and experience, along with your curriculum vitae and the contact details of two referees.

For any enquiries, please contact Byron Little on Byron.little@act.gov.au or 0433 016 753.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Byron Little (04) 3301 6753 Byron.Little@act.gov.au

Community Services

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

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

Corporate Services

Business Transformation and Systems

Solutions Delivery

Senior Data Analysis

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 20021)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: Make a difference to peoples' lives by bringing your leadership, data and analytical skills to this position in the Community Services Directorate (CSD) Insights and Analytics Team.

If you are the lucky one to be selected for this position you will find yourself in a friendly, supportive values-driven team with interesting and varied work. Across any given week you might find yourself sourcing data from one of our systems, working with Subject Matter Experts, working with the community sector, working with national data, working on a brief for a Minister or a Question on Notice and reporting on outcomes of specific initiatives. You may supervise a small team. It's safe to say as a Senior Data Analysis in the Insights and Analytics team that there will never be a dull moment and your work will be contributing to better outcomes for vulnerable people in the ACT community.

If this interests you we would love to hear from you!

More details including a full job description and position requirements are in the attached Position Description.

Eligibility/Other Requirements:

Relevant qualification is desirable

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

The successful applicant will be required to work from CSD work location across Canberra

Note: A Merit List 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. 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 pitch of your demonstrated experience relevant to the Selection Criteria specified in 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: PennyJ Neuendorf (02) 6207 9726 PennyJ.Neuendorf@act.gov.au

Housing ACT

Housing and Homelessness Strategy and Policy

Indigenous Housing

Assistant Director Indigenous Community Housing

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41678)

Gazetted: 22 November 2022

Closing Date: 8 December 2022

Details: We have your next exciting career opportunity as an Assistant Director, working in a small, dedicated team to establish an Aboriginal and Torres Strait Islander community-controlled housing organisation in the ACT. This position is an Aboriginal and/or Torres Strait Islander Identified position where your personal, cultural and community skills allow you to work alongside the wider Aboriginal and Torres Strait Islander community in the ACT and the Aboriginal and Torres Strait Islander Elected Body. This Aboriginal and/or Torres Strait Islander Identified position is located within the Housing and Homelessness Strategy and Policy Team in Housing ACT. The team's responsibilities include negotiating and liaising with the Commonwealth, States and Territories on housing and homelessness; development of strategic advice on housing and homelessness; and housing-related policy and program development. The ideal Assistant Director will be skilled at using a cooperative and collaborative approach to achieve outcomes that have a direct impact on Aboriginal and Torres Strait Islander Communities. You will need to have solid analytical skills, and the ability to develop and implement policy or project plans as well as understand and embody the values of respect, integrity, collaboration and innovation. You will be a respectful, adaptable communicator who works within cultural and community protocols to deliver results.

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: 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 a current curriculum vitae and a Statement of Claims (maximum two pages), framed around the skills and capabilities listed in the Position Description, keeping in mind the duties and responsibilities of this position. You may be required to provide confirmation of Aboriginality (COA).

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Lesiputty (02) 5124 9793 Joanne.Lesiputty@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.

Housing ACT

Infrastructure and Contracts

Program Management Office

Governance Project Officer

Administrative Services Officer Class 5/6 \$84,749 - \$104,509, Canberra (PN: 58841)

Gazetted: 22 November 2022

Closing Date: 29 November 2022

Details: The Infrastructure and Contracts branch of Housing ACT is looking for a motivated Governance Project Officer to join our busy Capital and Strategy team.

The position reports through the Director and Senior Director of Capital and Strategy. The position occupant will be expected to undertake secretariat duties for several cross-directorate governance meetings and possess excellent interpersonal, organisational and communication skills. We are looking for people with demonstrated experience in establishing and managing effective governance and reporting arrangements for government programs. The position occupant may be asked to perform administrative tasks to support the operations of the broader team. The position is responsible assisting in the management of the governance arrangements for the ACT Housing Strategy: Growing and Renewing Public Housing Program. More information can be found on the Position Description.

Notes: This is a temporary position available immediately for six months with the option for extension and or permanency. This position will be filled at either an Administrative Officer 5 (ASO5) or an Administrative Officer 6 (ASO6) depending on 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: Written expression of interest addressing the selection criteria, maximum two A4 pages plus curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Howarth (02) 6205 9715 Tania.Howarth@act.gov.au

Strategic Policy

Director, Strategic Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 11323)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: The Strategic Policy Division works in partnership with its operational counterparts, cross-directorate colleagues, clients, stakeholders, and people with lived experience to deliver integrated strategic policy to set the direction for the directorate's human services responsibilities, including housing, women, seniors, veterans, disability, multicultural, children, youth, and families.

The role of Director in this division provides project leadership to deliver multiple priorities and reforms in the ACT.

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

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

How to Apply: Please prepare a maximum two-page pitch addressing your suitability against the position requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke Yates (02) 6205 0887 Brooke.Yates@act.gov.au

Communities

Support Services for Children

Child Development Service

Clinical Leader - Occupational Therapist

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 36143)

Gazetted: 17 November 2022

Closing Date: 1 December 2022

Details: Are you an enthusiastic, qualified and highly experienced Occupational Therapist who loves working with children and families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join the Child Development Service (CDS) as a Clinical Leader. By joining our service during an exciting growth phase, you will be able to influence service delivery models and shape the face of therapeutic early intervention services in the ACT.

This Health Professional 4 Clinical Leader role is focused on providing strong leadership to guide an integrated multidisciplinary team that works in a client centred, family focused service model to support effective service delivery. The individual in this position will provide leadership to a multidisciplinary team of health professionals and allied health assistants who deliver services to clients of the Child Development Service.

You will maintain a clinical load, and also undertake other duties which include administration, coordination and oversight of professional practice, performance management, relationship and marketing, training, and project and portfolio management.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with a disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ+ people.

Eligibility/other requirements:

Essential qualifications and experience:

Tertiary qualification in Occupational Therapy.

At least five years of experience delivering Occupational Therapy services.

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for membership with Occupational Therapy Australia (OTA)

Current driver's licence

Highly desirable:

Experience in the planning, delivery and oversight of early intervention programs is highly desirable.

Experience in delivering and coordinating Autism Assessment services for children up to 12 years of age is highly desirable.

Notes:

An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Relocation expenses may be considered for successful applicants.

How to Apply: Applicants are required to address the selection criteria in 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 directly via the Apply Now button below

Contact Officer: Sophia Hehir (02) 6205 5199 Sophia.Hehir@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

CTC Renewal Project Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 3589)

Gazetted: 22 November 2022

Closing Date: 8 December 2022

Details: The Canberra Theatre Centre, Australia's first arts centre, seeks a Renewal Project Manager at the most exciting time in the Centre's history. The Centre is embarking on a major renewal project that includes new and revitalised venues in the midst of an emerging cultural district.

The Renewal Project Manager will ensure that the Centre's requirements are communicated and integrated throughout the renewal project. The role is the key conduit between the Centre and Major Projects Canberra, who have responsibility in delivering the project. In addition, the Renewal Project Manager will work closely with Centre management to ensure business operations are maintained throughout the renewal. We seek a project manager with highly regarded experience in project management in the delivery of first-class arts and culture infrastructure, with a strong preference towards live performance venues.

This project will cement The Canberra Theatre Centre as a premiere performing arts centre befitting its place in the centre of the national capital. This role is pivotal for the success of the project and requires a candidate with highly developed project management skills coupled with deep knowledge in the delivery of arts and culture infrastructure and the gravitas, practicality, passion and collegiality to engender that success.

How to Apply: If you are excited by the challenge of leading this project for the Canberra Theatre Centre then please respond to the Position Description criteria with a two page cover letter, your curriculum vitae and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Budd 6243 5701 alex.budd@act.gov.au

Education

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

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

System Policy and Reform

Strategic Policy

Early Childhood Policy

Preschool Pathways Partner

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42996)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details:

Are you an early childhood expert who enjoys coaching and mentoring and supporting children and families? Are you looking for a job that will build the capacity of the ACT's early childhood education sector, and support improved practices in transitions and inclusive practices for all children?

We are seeking a great team player to join us immediately until December 2023 to work as a Preschool Pathway Partner supporting the implementation of [Set up for Success: An Early Childhood Strategy for the ACT](#).

In this role you will work alongside three other Preschool Pathways Partners to build the knowledge, confidence, and capacity of educators to support inclusive practices, enhance transitions, and provide continuity for our youngest learners in ACT public preschools and early childhood education services.

Preschool Pathways Partners act as coaches, providing educators with tools to support the development of specific skills and practices for inclusive education and to support all children in their play-based program. They facilitate connections between education and care settings to improve shared practice between educators and support transitions for all children.

Your ability to connect, coach and work directly with educators and educational leaders to support children with additional needs and children transitioning across early childhood settings is paramount.

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 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 \(act.gov.au\)](#)

Australian citizenship and/or permanent residency status is required.

A current driver's licence is required.

Specific (desired) requirements:

Relevant tertiary qualifications would be an advantage (Early Childhood qualifications are highly desirable, including EC degrees focussing on zero - five years) as would direct experience working with children with additional needs and their families and/or children and families from diverse cultural backgrounds.

Skills and expertise in contemporary early childhood practice with a focus on inclusion and transition approaches and demonstrated achievements in this field would be an advantage.

Coaching experience and/or facilitation skills or experience would be an advantage.

Notes: This is a temporary position available immediately until December 2023 with the possibility of permanency.

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

This position is based in the Education Support Office with office-based conditions. This position is designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites and also from home. The position involves extensive travel across Canberra to connect with services. The successful candidate will be provided with information on how to safely and effectively work from home and within the community.

Travel/visiting services: This role will involve extensive travel to connect with services and may involve full days away from the physical workplace.

Contact officer: Interested applicants are encouraged to contact the contact officer prior to applying.

How to Apply:

Please provide a statement of no more than three pages, telling us what skills and experience across the selection criteria you would bring to the role, and what you value in working in a team environment.

Please provide a current curriculum vitae and contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. One referee should be able to speak to your ability to establishing and maintain relationships and supporting others through coaching, mentoring and supportive practices. You may also be asked to provide further referees.

Selection Criteria

Demonstrated understanding of contemporary early childhood practice and experience in supporting others through coaching, mentoring and supportive practices.

Ability to build rapport with a diverse range of people, foster partnerships, and build a positive culture of support and feedback, reflective practice, and learning.

Ability to identify problems and opportunities for improvement and work with others to implement solutions, whilst prioritising and managing work in a high quality, timely manner.

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

Applications should be submitted via the Apply Now button below.

Contact officer: Jantiena Batt, (02) 6207 4082, Jantiena.Batt@act.gov.au

Office for Schools - Performance and Improvement

Belconnen Network

Kingsford Smith School

Executive Teacher - Primary

School Leader C \$132,293, Canberra (PN: 16678)

Gazetted: 17 November 2022

Closing Date: 24 November 2022

Details:

Kingsford Smith School is a P-10 school that operates as Professional Learning Community (PLC). The school is seeking a dynamic school leader with high level pedagogy and curriculum leadership skills. The successful applicant will:

As a member of the executive team, support the senior executive to achieve whole-school strategic goals and implement the school annual action plan

Lead and manage a Primary Professional Learning Team with a focus on high levels of learning for all students, collaboration and results driven practice

Work with the school executive Professional Learning Team to lead and implement a Response to Intervention approach across the primary school

Provide leadership of a School-Wide team

Support student social and emotional learning within a Restorative Practices framework and a PBL approach

Undertake an appropriate teaching load and other duties as determined by the Principal

Eligibility/other requirements:

A minimum of four 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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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: 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 directly via the Apply Now button below

Contact Officer: Karen Murray (02) 6142 3399 Karen.Murray@ed.act.edu.au

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

School Performance and Improvement

Belconnen

Kingsford Smith School

SLC Arts/Technology Year 6-10

School Leader C \$132,293, Canberra (PN: 17421)

Gazetted: 17 November 2022

Closing Date: 24 November 2022

Details: Kingsford Smith School is a P-10 school that operates as Professional Learning Community (PLC). Our vision is that all young people at Kingsford Smith School learn, thrive, and are equipped with the skills to lead

fulfilling productive and responsible lives. We are seeking a dynamic and flexible school leader with high-level pedagogy and curriculum leadership skills to lead wellbeing for years 6-10. The successful applicant will demonstrate expertise and a proven ability to work in a team to create safe, supportive and engaging learning environments for all students. They will lead and manage the Arts/Technology teaching Team in the middle and secondary schools with a focus on high levels of learning for all students, collaboration and results-driven practice. They will also lead student social and emotional learning within a Restorative Practices framework and a PBL approach for a year cohort.

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

Eligibility/ Other Requirements

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

Mandatory: Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

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)

How to Apply:

- Supporting statement addressing the School Leader Capabilities listed below and be written with a focus on the job description specified for the position (no more than 5 pages)

A current curriculum vitae and

Name and contact details for two referees.

School Leader Capabilities:

- Leading teaching and learning
- Developing self and other
- Leading improvement, innovation, and change
- Leading the management of the school
- Engaging and working with the community

Applications should be sent directly to the Contact Officer.

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: Lee Pietrukowski (02)6142 3399 Lee.Pietrukowski@ed.act.edu.au

School Performance and Improvement

North Canberra/ Gungahlin School Network

Dickson College

Careers and Vocational Education and Training (VET) Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 38266)

Gazetted: 17 November 2022

Closing Date: 1 December 2022

Details: Dickson College is a senior secondary school in the inner north of Canberra. Dickson College has an enrolment of approximately 750 students. Most of the college's enrolment comprises of Year 11 and 12 students, with a small cohort of students in years seven-11 attending our Secondary Introductory English Centre (SIEC). At Dickson College, we aim to support and challenge each student to grow and thrive at school and beyond. We believe that developing highly capable, confident, and caring young people is fundamental to a successful future. Through a focus on effective teaching and student agency, we prioritise the learning and achievement of every young person in our care.

The role of the Careers and VET officer is a full-time position. The Careers and VET Officer will work closely with students to plan innovative and personalised approach to career planning and vocational pathways for students. The Careers and VET officer will work closely with the Students Engagement Team and work under the direction of the Student Engagement Manager.

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 \(act.gov.au\)](https://www.act.gov.au/wwvp)

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Certificate IV or equivalent e.g. Career Development, Training and Assessment

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: Applicants should submit a curriculum vitae, a Statement of Claims addressing the Selection Criteria in the Position Description (maximum of two pages), and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Tibbetts (02) 6142 0140 Alex.Tibbetts@ed.act.edu.au

School Performance and Improvement

North and Gungahlin

Dickson College

Arts Assistant

School Assistant 2 \$51,548 - \$56,919, Canberra (PN: 38644)

Gazetted: 17 November 2022

Closing Date: 24 November 2022

Details: Dickson College is a senior secondary school in the inner north of Canberra. Dickson College has an enrolment of approximately 750 students. Most of the college's enrolment comprises of Year 11 and 12 students, with a small cohort of students in years 7-11 attending our Secondary Introductory English Centre (SIEC). At Dickson College, we aim to support and challenge each student to grow and thrive at school and beyond. We believe that developing highly capable, confident, and caring young people is fundamental to a successful future. Through a focus on effective teaching and student agency, we prioritise the learning and achievement of every young person in our care.

We are seeking a highly organised, motivated and energetic person to fulfil the role of Arts Assistant at the College. The successful applicant will be responsible for cleanliness, the preparation of materials for art lessons and purchasing of consumables. The Arts Assistant will work closely with, and receive direction from, teaching staff and be able to exercise judgement and initiative and work with limited supervision as well as providing administration support when needed. This role may be required to support another faculty as the needs of the school evolve. This is a temporary position, with the possibility of permanency.

Eligibility/Other Requirements:

MANDATORY

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

HIGHLY DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This is a temporary position available from 27 January 2023 until 25 January 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.

How to Apply: Applicants should submit a curriculum vitae, a Statement of Claims addressing the Selection Criteria (maximum of two pages), and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Tibbetts (02) 6142 0140 Alex.Tibbetts@ed.act.edu.au

School Improvement

Narrabundah College

Staffing Officer, Narrabundah College

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 59695)

Gazetted: 17 November 2022

Closing Date: 1 December 2022

Details: Narrabundah College is a senior secondary school in the inner south of Canberra. Narrabundah College has an enrolment of approximately 1,000 students. The college's enrolment comprises of Year 11 and 12 students undertaking three streams of learning (ACT Senior Secondary, International Baccalaureate and French Baccalaureate). Narrabundah College is a diverse community of students and staff.

The staffing officer is responsible for the management of staffing, employee absences and relief staffing. The position provides operational and administrative support to the broader school community including students, teachers and families.

The position works under general direction from the business manager across the full range of staffing processes and works closely with the School 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:

Desirable:

Knowledge of school specific software including Sentral, SSEMS and SIMs.

Experience in school administration, preferably in a high school or college setting.

Excellent knowledge of Microsoft Outlook, Word and Excel.

Note: This is a permanent part-time position at 33:45 hours per week, the salary noted will be pro-rata.

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

How to apply: Applicants should submit a curriculum vitae, a Statement of Claims addressing the position's capabilities (maximum of two pages), and the contact details of two referees.

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

Contact Officer: Jenny Street (02)6142 3200 Jenny.Street@ed.act.edu.au

School Improvement and Performance

North and Gungahlin

Dickson College

Student Engagement Assistant

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 36419)

Gazetted: 18 November 2022

Closing Date: 2 December 2022

Details: Dickson College has an enrolment of approximately 750 students. Most of the college's enrolment comprises of Year 11 and 12 students, with a small cohort of students in years 7-11 attending our Secondary Introductory English Centre (SIEC). At Dickson College, we aim to support and challenge each student to grow and thrive at school and beyond. We believe that developing highly capable, confident, and caring young people is fundamental to a successful future. Through a focus on effective teaching and student agency, we prioritise the learning and achievement of every young person in our care.

The Student Engagement Assistant will work in the student engagement team which is a dynamic team responding to the needs of the school community regarding student administration. The team provides operational, administrative, and technical support to the broader school community, including students, teachers and families. This position is responsible for a range of student related processes, including providing receptionist duties, calendar and diary management, coordinating student absences, monitoring correspondence and inbox enquiries, filing, and providing general administrative support to the team.

Eligibility/ Other Requirements: This position requires a Working with Vulnerable People (WWVP) Registration.

Desirables

Excellent knowledge of Microsoft Outlook, Word and Excel.

Knowledge of school specific software including Sentral.

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 curriculum vitae, a Statement of Claims addressing the position's capabilities (maximum of two pages), and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne-Maree Wigney (02)6142 0140 Anne-Maree.Wigney@ed.act.edu.au

School Improvement

Narrabundah College

Enrolments Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 44358)

Gazetted: 17 November 2022

Closing Date: 2 December 2022

Details: Narrabundah College is a senior secondary school in the inner south of Canberra. Narrabundah College has an enrolment of approximately 1,000 students. The college's enrolment comprises of Year 11 and 12 students undertaking three streams of learning (ACT Senior Secondary, International Baccalaureate and French Baccalaureate). Narrabundah College is a diverse community of students and staff.

The Enrolments Officer is accountable to the ACT Education Directorate in meeting relevant legislative requirements, particularly in the handling and management of student related information. The position provides operational, administrative and technical support to the broader school community including students, teachers and families.

The position works under general direction from the business manager across the full range of student-based processes, including student enrolments and school leavers, academic reports and certification.

The position assists with First Aid and general school administration.

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

Eligibility/ Other Requirements

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

Desirable:

Knowledge of school specific software including Sentral and Timetable.

Experience in school administration, preferably in a high school or college setting.

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Street (02)6142 3200 Jenny.Street@ed.act.edu.au

Service Design and Delivery

Student Engagement

Jervis Bay School

Speech Language Pathologist

Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 44925)

Gazetted: 18 November 2022

Closing Date: 16 December 2022

Details: Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking a speech language pathologist to be based at Jervis Bay School.

Jervis Bay Primary school is a vibrant school community committed to maximising opportunities for every student to learn and play in a friendly and safe environment. We focus on meeting social, emotional, and academic needs of all students, place high value on cultural identity and self-determination and we work within a supportive team of teachers 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

ESSENTIAL REQUIREMENTS

Tertiary qualifications in Speech Language Pathology

Current professional registration:

Speech and Language Pathologists membership or eligibility for membership with Speech Pathology Australia.

Current drivers licence essential, including access to a private vehicle for work purposes.

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 from early 2023 for a period of 12 months with the possibility of permanency.

Relocation reimbursement will be available to the successful applicant.

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: In four pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Please also include a current curriculum vitae and contact detail for two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Lana Read (02) 4442 1002 Lana.Read@ed.act.edu.au

School Improvement

Narrabundah College

School Assistant

School Assistant 2 \$51,548 - \$56,919, Canberra (PN: 00861, several)

Gazetted: 21 November 2022

Closing Date: 2 December 2022

Details: Narrabundah College is a senior secondary school in the inner south of Canberra. Narrabundah College has an enrolment of approximately 1,000 students. The college's enrolment comprise of Year 11 and 12 students undertaking three streams of learning (ACT Senior Secondary, International Baccalaureate and French Baccalaureate). Narrabundah is a diverse community of students and staff.

We are seeking a highly organized, motivated and energetic person to fulfil the role of Technology Assistant to work across all areas (includes Food Technology, Visual Arts, Textiles) at the College.

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

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)

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Certificate III or equivalent or relevant Trade qualification e.g. Furniture Making, Hospitality, Visual Art

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Street (02) 6142 3200 Jenny.Street@ed.act.edu.au

School Performance and Improvement

Belconnen

Kingsford Smith School

SLC Inclusion

School Leader C \$132,293, Canberra (PN: 49532)

Gazetted: 17 November 2022

Closing Date: 24 November 2022

Details: Kingsford Smith School is a P-10 school that operates as Professional Learning Community (PLC). Our vision is that all young people at Kingsford Smith School learn, thrive, and are equipped with the skills to lead fulfilling productive and responsible lives. We are seeking a dynamic and flexible school leader with high-level pedagogy and curriculum leadership skills to lead wellbeing for years 6-10. The successful applicant will demonstrate expertise and a proven ability to work in a team to create safe, supportive and engaging learning environments for all students. They will exhibit sound leadership skills in fulfilling the Disability Education Contact Officer (DECO) role and lead the Inclusive Education teaching Team in the middle and secondary school with a focus on high levels of learning for all students, collaboration and results-driven practice.

Eligibility/Other Requirements:

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

Notes: This is a temporary position available from 27 January 2023 until 26 January 2024.

How to Apply:

Supporting statement addressing the School Leader Capabilities listed below and be written with a focus on the job description specified for the position (no more than 5 pages)

A current curriculum vitae and

Name and contact details for two referees.

School Leader Capabilities:

Leading teaching and learning

Developing self and other

Leading improvement, innovation, and change

Leading the management of the school

Engaging and working with the community

Applications should be submitted via the Apply Now button below.

Contact Officer: Lee Pietrukowski (02)6142 3399 Lee.Pietrukowski@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Wanniassa School

HPE/Arts/Tech Executive Teacher (7-10)

School Leader C \$132,293, Canberra (PN: 02810)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: Wanniassa School is seeking a dynamic and motivated executive teacher for our HPE/Arts/Tech Faculty (Senior Campus Yr 7-10), to inspire a love of learning in our students and be part of a collaborative and dedicated leadership team. Teaching experience in one of the faculty's subjects would be advantageous.

Job Description:

As a member of the school executive team, support the principal to lead the school as a Professional Learning Community (PLC) to improve learning outcomes for all students in accordance with the School Plan.

Lead the HPE/Arts/Tech faculty to develop and implement curriculum, pedagogy and assessment strategies that engage all learners.

Coordinate the collection and analysis of available system and school data.

Support staff to establish and maintain positive and respectful relationships with students, staff, parents and stakeholder groups in the wider community.

Undertake an appropriate teaching load and other duties as determined by the Principal.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; current Professional Teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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

How to Apply: Please include your Curriculum Vitae (maximum three pages), statement of claims based on the five leadership capabilities outlined in the application package (maximum four pages) and Application Coversheet with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Marshall (02) 6142 1870 Kate.Marshall@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.

Service Design and Delivery

Student Engagement

Clinical Practice - Allied Health Service

Speech Language Pathologist

Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 47696, several)

Gazetted: 23 November 2022

Closing Date: 14 December 2022

Details: Speech Language Pathologists of all experience levels are invited to apply. Appropriate support will be negotiated and will include clinical supervision and a 6 to 12-month induction program. On commencement, pay increment and classification will be based on qualifications, years of relevant experience as an SLP and demonstrated ability to manage clinical and work tasks autonomously (e.g., caseload management, complex case management, relationship management and supervision experience). All SLPs will be required to support and supervise AHA's. More experienced clinicians may be required to provide clinical supervision or mentoring to peers.

KEY RESPONSIBILITIES

Provide evidence-based speech pathology assessment and support (Universal, Selected and/or Targeted) based on principles of inclusion; for students with additional speech, language, communication and mealtime needs who are experiencing barriers to learning and participation at school.

Provide information, advice and professional learning to teachers, school leaders, support staff and other allied health professionals to enhance the teaching and support of students with additional speech, language, communication and mealtime management needs.

Contribute to the development, implementation and evaluation of reasonable adjustments and interventions which support schools and students as part of the school curriculum.

Eligibility/other requirements:

Tertiary qualifications in Speech Pathology.

Eligibility for membership with Speech Pathology Australia

MANDATORY

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

ESSENTIAL

Current drivers license essential including access to a private vehicle. (Motor Vehicle Allowance provided for travel where vehicles are covered by comprehensive car insurance).

Note: There are several temporary positions available for 12 months with the possibility of permanency.

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

Selection may be based on application and referee reports only.

Relocation Reimbursement: is available in line with the current EBA clause.

Part time hours will also be considered.

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

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

Contact Officer: Tania Piper (02) 6205 4869 Tania.Piper@ed.act.edu.au

Business Services

Infrastructure and Capital Works

Capital Upgrades

Senior Administrative Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 51421)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: The Infrastructure and Capital Works Branch is seeking applications from motivated and organised individuals with good communication and interpersonal skills to provide administration and financial support to the Capital Upgrades team project officers. These duties relate to the unit's financial management and include co-ordination of regular reporting of project progress and updating project hand-over documentation into the appropriate management systems.

The applicant will liaise with Student Engagement to determine annual accessibility demand, maintain annual updates of asset master lists, eg. car parks, transportable classrooms and toilets; and manage other records, including TRIM documents. Proficiency in the use of the Microsoft Office suite and the ability to multi-task and work under pressure are essential.

Eligibility/other requirements: Familiarity with building works including managing the delivery of design documentation, managing contractors, inspecting works, contract administration and WHS practices is desirable.

Notes: This position is in a team with hybrid working arrangements and mostly working from home. Officers will not have a designated workstation/desk at the 220 London Circuit, Canberra City office location.

How to Apply: Applicants should submit a curriculum vitae, a statement addressing the Selection Criteria and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Hooper (02) 6205 3954 Richard.Hooper@act.gov.au

Business Services Group

Strategic Finance and Procurement

Strategic Procurement

Assistant Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 07240)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: The Education Directorate is looking for a dynamic individual for the position of Assistant Director in the Strategic Procurement Team. The team provides a dedicated and central function for goods and services procurement 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, have experience working with multiple projects simultaneously and be able to collaborate effectively to support the Directorate's procurement and contract management activities.

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

Eligibility/other requirements: Previous experience working in procurement and/or a contract management environment is highly desired, but not essential.

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

How to Apply: Please provide a two-page statement 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: Leanne MacLaughlan (02) 6207 1505 Leanne.MacLaughlan@act.gov.au

School Performance and Improvement

Belconnen Network

Hawker College

Food Assistant

School Assistant 2 \$51,548 - \$56,919, Canberra (PN: 38860)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: Hawker College is committed to the learning and wellbeing progress for every student. We have high expectations for academic performance, participation, and behaviour. To ensure that students reach their full potential, we provide extensive services that support the wellbeing of students, and the care and maintenance of our excellent facilities

Hawker College has a population of approximately 640 young people

The position provides support to existing staff and students in 51 Bake (school café facility)

Provide high quality product and services in 51 Bake and demonstrate an ability to comply with food preparation, food safety and hygiene standards

Full time, 31:15 hours, 7:45am – 2:45pm

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

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

HIGHLY DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Food Safety Supervisor qualification or a willingness to undertake appropriate training.

Certificate II/III or equivalent or relevant Trade qualification e.g. Hospitality, School Support Services.

Note: This is a temporary position for 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.

How to apply: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Katrina Dempsey (02) 6142 0355 Katrina.Dempsey@ed.act.edu.au

School Performance and Improvement

Margaret Hendry School

HR administration and Finance Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 52374)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: Margaret Hendry School is seeking a highly motivated, experienced HR administration and Finance Officer. The successful applicant will undertake the managing of staff/ human resource processes in accordance with legislative/ policy requirements and deliver operational financial business functions for the school. This position requires managing bookings for teaching and LSA staff, staff leave, assisting the Executives with the overall staffing and manage and support finance processes for the school.

The successful applicant will also support the Business Manager in day-to-day activities, undertake administrative duties in the front office, assist in the management of school events, and support the whole-school administrative function.

The successful applicant will possess excellent communications skills, have experience in working within a team, and a proven ability to work within a busy work environment that has competing demands.

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 \(act.gov.au\)](https://www.act.gov.au/wwvp)
Highly desirable:

Knowledge of school specific software including Sentral.

Knowledge of Microsoft Outlook, Word and Excel.

Knowledge or experience in finance functions - receipting, invoicing, ordering etc.,

Notes: This is a temporary position with an immediate start 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.

How to Apply: Please submit a statement of claims (maximum of two pages) addressing the Selection Criteria. Also provide a current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide additional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meghana Pachika (02) 6205 3313 Meghana.Pachika@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Black mountain School

Operational Work skills Coordinator

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 47151)

Gazetted: 22 November 2022

Closing Date: 29 November 2022

Details: This role aims to provide young people an optimal educational pathway for independent growth and development at a school and community level. The Six Degrees Café, Gallery and Garden and BMS Fresh Food intends to create lasting solutions for the ongoing training and employment for young people with a disability in our local community. We focus on individual achievement through support and development strategies to realise a positive change in the economic security of young people. High expectations, high performance, connecting with families and the community, inspirational teaching and leadership and, a quality learning environment provide a student-centered approach to learning. This is a full-time permanent position that will work closely with the Senior School Executive Teacher and Administration Team.

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

Eligibility/Other Requirements:

MANDATORY

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

HIGHLY DESIRABLE

Knowledge of Alternative and Augmented Communication methods such as Prolo, LAMP, PECS, PODD etc.

Certificate III in Hospitality Food Safety Supervisor training

DESIRABLE

Certificate iii or equivalent eg. Disability, Education Support, school Support Services.

First Aid Certificate or a willingness to undertake appropriate training.

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 your response of no more than three pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Nott (02) 6142 1400 Stephanie.Nott@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Torrens Primary School

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59711)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: Torrens Primary School is seeking a highly motivated and organised person to undertake the position of Business Manager ASO6.

This position is an active member of the Torrens Primary School leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

This position would commence on the 19/12/2022.

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

Eligibility/Other requirements:

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

[Business qualifications or experience in a business-related role is desirable](#)

[Financial qualifications or relevant experience is desirable](#)

How to Apply: Please address the six capabilities from the selection criteria outlined in the Professional / Technical Skills and Knowledge and Behavioural Capabilities section in no more than four pages. In your application please include a current curriculum vitae and provide the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Matthews (02)61420777 Rachel.Matthews@ed.act.edu.au

Business Services

Infrastructure and Capital Works

Capital Upgrades

Senior Project Officer

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 27494)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: This position is required to manage the delivery of capital works projects within ACT public schools while working cohesively as part of the Capital Upgrades team. The successful applicant will undertake project investigations and facilitate the preparation of design briefs, project estimates, project programs and risk management plans. Other requirements are the ability to establish and maintain strong communication links with each school and to assist with coordination and delivery of the works so as to minimise disruption to the schools' normal operation. The position is also required to manage the contractor procurement process; conduct regular site visits; ensure that WHS practices are fully implemented; inspect final works; ensure defects are rectified and process invoices.

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:

Desirable:

- Workplace Health and Safety Induction (White Card) or willingness to obtain; **General Construction Induction Card (White Card)**
- Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.
- 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 \(act.gov.au\)](http://www.act.gov.au/wwvp)

Notes: This position is in a team with hybrid working arrangements and mostly working from home. Officers will not have a designated workstation/desk at the 220 London Circuit, Canberra City office location.

How to Apply: Applicants should submit a curriculum vitae, a statement addressing the Selection Criteria and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Hooper (02) 6205 3954 Richard.Hooper@act.gov.au

Business Services

Infrastructure and Capital Works

Capital Upgrades

Senior Project Officer

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 23622)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: This position is required to manage the delivery of capital works projects within ACT public schools while working cohesively as part of the Capital Upgrades team. The successful applicant will undertake project investigations and facilitate the preparation of design briefs, project estimates, project programs and risk management plans. Other requirements are the ability to establish and maintain strong communication links with each school and to assist with coordination and delivery of the works so as to minimise disruption to the schools' normal operation. The position is also required to manage the contractor procurement process; conduct regular site visits; ensure that WHS practices are fully implemented; inspect the final works; ensure defects are rectified and process invoices. 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

Desirable:

- Workplace Health and Safety Induction (White Card) or willingness to obtain; **General Construction Induction Card (White Card)**

• Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

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 \(act.gov.au\)](http://www.act.gov.au/wwvp)

Note: This position is in a team with hybrid working arrangements and mostly working from home. Officers will not have a designated workstation/desk at the 220 London Circuit, Canberra City office location.

How to Apply: Applicants should submit a curriculum vitae, a statement addressing the Selection Criteria and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Hooper (02) 6205 3954 Richard.Hooper@act.gov.au

School Operations

South Weston

Forrest Primary School

School Leader C - Forrest Primary School

School Leader C \$132,293, Canberra (PN: 03618)

Gazetted: 23 November 2022

Closing Date: 30 November 2022

Details: We are currently seeking to fill the position of the School Leader C at Forrest Primary School

This role requires you to have:

An in depth understanding of all aspects of the IB and ability to lead the PYP P-6

Ability to teams in PLC processes to improve student outcomes

Highly effective communication skills and proven ability to receive and act on feedback

Ability to operate as part of the leadership team including support to the principal

High level skills in leading the management of the school including aspects such as administrative tasks, resourcing, and budgets

Ability to manage student behaviour in a non-coercive way

Eligibility/other requirements:

Prior to commencing in this role, a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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

How to apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the “Apply Now” button below.

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: Hayley Singh (02) 6142 1470 Hayley.Singh@ed.act.edu.au

School Performance

Tuggeranong School Network

Lanyon High School

Youth Support Worker - Lanyon High School

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 41984)

Gazetted: 23 November 2022

Closing Date: 7 December 2022

Details: Lanyon High School is a year seven – 10 school with around 500 students that is growing in numbers. We are committed to meeting the needs of a diverse range of young people and families. We are seeking a dynamic person to fulfil the role of Youth Support Worker as part of the Community Engagement team at the school. The position will require someone with the ability to work both independently and as part of a team by facilitating high quality learning and engagement programs that are flexible, enhancing both the academic and socio-emotional needs of students. The successful applicant will work closely with the Student Services team and Pastoral Care team to build connections within and beyond the school to support the development of students to be successful members of the community. This position is preferably full-time, however part-time hours would be considered.

Eligibility/other requirements:

Mandatory

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

Highly desirable

Certificate IV or Tertiary qualification in Youth Work or a related field.

Drivers license and access to vehicle.

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This is a temporary position with an immediate start until 30 June 2023 with the possibility of extension up to 12 months and/or permanency.

How to Apply: Please address the Selection Criteria in no more than four pages. Please include an up to date curriculum vitae and at least two recent referee contacts.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Vanzwol (02) 61412800 Penelope.Vanzwol@ed.act.edu.au

Office for Schools

Tuggeranong School Network

Lake Tuggeranong College

Staffing Officer and Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 59704)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: Lake Tuggeranong College is located in the Tuggeranong Network and caters for students in years 11 and 12, supporting the learning of around 600 students. We have approximately 70 teachers, learning support and administrative staff.

We are seeking applications for an experienced Staffing Officer / Executive Assistant.

The successful applicant will:

Hold responsibilities related to school staffing including but not limited to the processing of contracts, probation reports, part-time rosters and change of hours documentation.

Manage staff leave documentation, staff relief bookings and data entry through HR21 and SIMS casual relief system to ensure daily staffing needs are met. In addition, the operation of the Timetabling Solutions Daily Organiser Module is required.

Responsibility for home/school communications including SMS and email correspondence.

Possess highly developed time management, problem-solving and organisational skills.

Have sound communication skills in order to provide advice to the Principal and Business Manager.

Have highly developed skills in records management and the ability to manage staff data and associated records in accordance with directorate policies.

Have the ability to manage calendars and provide high-level administrative support for the school's Principal and leadership team

Eligibility/Other Requirements:

MANDATORY

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

HIGHLY DESIRABLE

Knowledge of school specific software including Timetabling Solutions, Sentral, SSEMS and SIMs

Knowledge of school operations

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training

Notes: This is a temporary position available from late January 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 position requires a 7.00 am start.

How to Apply: Please submit your response addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills and knowledge as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Taylor (02) 6142 3660 Cameron.Taylor@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Executive Group Manager, Climate Change and Energy

Temporary Vacancy (3 January 2023 to 30 January 2023)

Environment, Planning and Sustainable Development Directorate

Climate Change and Energy

Position: E692

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 23 November 2022

The role reports directly to the Deputy Director-General, Environment, Water and Emissions Reduction and is responsible for delivering high quality and value services across government and to the community in the areas of Climate Change and Energy policy, programs, and partnerships.

You will have a high level of leadership and communication skills and a proven capacity work collaboratively, lead engagement activities and provide strong representation for the group and Directorate by identifying and realising the changing needs of community and government.

You'll provide quality robust advice on planning and implementing effective strategies and policies as well as contributing to and engaging in the development of Directorate-wide and whole-of-government strategies for the benefit of the ACT community.

To apply: Interested candidates should submit a one page Expression of Interest, curriculum vitae and contact details for two referees to Geoffrey Rutledge via email, geoffrey.rutledge@act.gov.au by COB Wednesday 30 November 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$304,403 - \$316,587 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$270,765.

Contact Officer: Geoffrey Rutledge (02) 6207 5001 geoffrey.rutledge@act.gov.au

Corporate Services

Finance, Information and Assets

Strategic Finance

Director - Finance Information Systems (TM1)

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38500)

Gazetted: 23 November 2022

Closing Date: 7 December 2022

Details: Director Finance Information Systems provides an exciting opportunity for a motivated individual to lead the Environment, Planning and Strategic Development Directorates Financial Information Systems. Within this role you will be responsible for development and maintenance of financial systems, tools reports and other solutions within TM1 and other reporting software. You will work closely with other stakeholders to ensure development and maintenance of various processes, databases and systems to capture information correctly to assist the directorate in managing its resources

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

Extensive experience in a similar role developing and maintaining a TM1 database and environment is required. Strong computer and excel skills are also required.

Notes: This is a temporary position available for 3 years with the possibility of extension and/or permanency.

Prior applicants need not reapply.

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: To apply please complete the online application form and attach both:

A two page pitch outlining the skills, expertise and experience you will bring to the role

A Curriculum Vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Wall (02) 6205 0760 Stuart.Wall@act.gov.au

Environment

ACT Parks and Conservation Service

Fire, Forests and Roads

Fire Management Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 11667, several)

Gazetted: 23 November 2022

Closing Date: 9 December 2022

Details: These positions sit within the Fire Management Unit (FMU) and are specialised technical roles with primary responsibility for managing a range of bushfire management mitigation activities across the EPSDD and TCCS estate.

The primary responsibilities for this position are:

Under direction, assist with the coordination, facilitation and delivery of a range of fire management programs identified in the annual Bushfire Operations Plan, including:

physical removal, prescribed burning (including ecological and cultural burning), slashing, grazing, infrastructure development, fire trail maintenance and construction, research utilisation, fuel hazard assessments and data collection

Assist in data capture for research projects and bushfire management information systems, including GIS.

Develop and enhance the fire unit's communications capability focussing on the web, social media and other technology.

Provision of timely and succinct technical reports

Assist in fire management policy and systems development

Contract management and procurement

Liaison and supervision of field staff and contractors to ensure high quality outcomes

Maintain a number of fire related reporting systems including GIS, budgets, audits, purchase orders and training / equipment data bases

Liaise with the community, government agencies and stakeholders on matters relating to fire management;

Undertake fire management, fire suppression and any other emergency activity with the ability to achieve higher competencies in the fire management and/or incident management roles within the Parks and Conservation Service; and

Assist with other projects as required.

Note – Under the ACT Public Sector Technical and Other Professional Enterprise Agreement, bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Any offer of employment to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

Eligibility/Other Requirements:

Recognised tertiary qualifications in a land management or science discipline, or relevant experience.

Registration, or ability to obtain a registration under the *Working with Vulnerable People (Background Checking) Act 2011*.

Be currently able and prepared to undertake and maintain the Arduous level of the national firefighting task based assessment (fire fitness)

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an 'as needs' basis

Possess a current manual driver's licence

Desirable

Experience and qualifications in an AIIMS (Australasian Inter-Service Incident Management System) role

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

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Babington 0419 917 870 Kirsty.Babington@act.gov.au

Environment, Heritage and Water

Parks and Conservation Service

Licensing and Compliance

Assistant Director - Licensing and Compliance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 37541)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: The Assistant Director – Licensing and Compliance leads a small team performing regulatory functions within the Parks and Conservation Service. You will be responsible for assessing applications for nature conservation licenses and other statutory approvals, providing guidance and support to rangers on compliance issues and undertaking investigations into serious alleged breaches of legislation.

The role also provides input into the development and review of legislation and policy on diverse matters including nature conservation, fisheries regulation and biosecurity.

The position involves working in remote areas, urban areas, rural lands and requires a close working relationship with both internal and external stakeholders such as ACT Biosecurity and Rural Services (BRS), licence and authorisation holders and other territory, state and federal government agencies.

The ideal candidate will have excellent interpersonal and communication skills, with the ability to work under pressure, be adaptive to change and achieve deadlines in an environment of competing priorities. The position requires a high degree of professionalism and integrity. Relevant skills include attention to detail along with the ability interpret complex legislation and policy.

Eligibility/ Other Requirements:

Experience in a regulatory environment is highly desirable, as is previous experience in developing / delivering training programs.

A Certificate IV in Government Investigation or equivalent is also highly desirable.

Tertiary or vocational qualifications and/or experience in environmental regulation, natural resource management or environmental law are desirable.

A driver's licence is required.

Notes: This is a temporary position available from 30 January 2023 up until 03 March 2023. This position is available to ACT Government officers and employees only. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages in total addressing the Selection Criteria (attached) and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: CraigS Jones (02) 6207 1283 CraigS.Jones@act.gov.au

Corporate Services and Operations

People and Capability Branch

Culture and Capability Section

Assistant Director, Workforce Planning and Analytics

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59725)

Gazetted: 22 November 2022

Closing Date: 29 November 2022

Details: Do you love telling the future using workforce data and analytics?

Leading a small team, this role requires a 'hands on' approach to assist the identification, design, development and implementation of tools, frameworks and programs that address current and future workforce needs for the Directorate. You'll enjoy engaging directly with our people from right across the Directorate performing various tasks at all classifications, implementing workforce planning practices utilising current methodology and building upon existing tools such as PowerBI to help inform decision making.

A key to being successful in this role will be your ability to harness a variety of available datasets and synthesise into useful information, combined with skills of identifying critical workforce gaps and recommending appropriate treatments and mitigations strategies. You'll get a kick out of assisting in the generation of meaningful workforce reports and discovering insights and trends. You'll use this knowledge to influence recruitment practices, talent acquisition, training, program developed and other aligned strategic priorities that directly impact our ability to attract, develop and retain our desired future workforce.

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 immediately for five months until March 2023 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will have access to hybrid working practices and may be working both from an office location and from home depending on the nature of work. Please note that when working in an office location, our workplaces are

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

How to Apply: Please provide a current curriculum vitae with a two-page pitch outlining how your skills, knowledge, experience and behaviours address the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rory Martin (02) 6207 9585 Rory.Martin@act.gov.au

Corporate Services and Operations

People and Capability

Culture and Capability

Assistant Director - Workforce Capability

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 13380)

Gazetted: 21 November 2022

Closing Date: 28 November 2022

Details: Leading a small team of professionals, the ideal candidate will be a high-performing individual in this multifaceted role. You'll be a lover of life-long learning and will thrive in an outcome driven environment. Assisting with the coordination of graduate and internship programs, developing new employment and leadership programs, designing and implementing both online and in-person training, you'll have the opportunity to fully utilise your organisational development skills with creativity and autonomy.

Your personal drive and 'can-do' attitude will equip you well in the team. Your creative energy and eye for detail will help contribute to the Environment, Planning and Sustainable Development Directorate's (EPSDD's) learning culture. With a focus on delivering quality products and services, you'll enjoy liaising with a wide range of stakeholders from vendors, universities, executives and counterparts across the service.

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:

Desirable:

Relevant qualifications in Training and Assessment or education, organisational development or related discipline
Ability to use or quickly acquire skills in Canva and/or Articulate and/or LMS

Notes: This is a temporary position available immediately until 31 December 2022 with a possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position may have access to hybrid working arrangements. Please note that roles within the team may also be working in hybrid arrangements (i.e. from home and from an office location). Our office spaces are designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your curriculum vitae and a two-page pitch highlighting your skills and experience against the skills, behaviours and knowledge required to be successful in the role. Attaching a referee report from a current/recent supervisor will assist in a speedy process. Please note that we are very motivated for an immediate start.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rory Martin (02) 6207 9585 Rory.Martin@act.gov.au

Environment, Heritage and Water

Assistant Director, Office of Water

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 00SOGC, several)

Gazetted: 21 November 2022

Closing Date: 14 December 2022

Details: Environment, Planning and Sustainable Development Directorate (EPSDD) is in the process of establishing the Office of Water. You will play a critical role in establishing this government priority. The office will facilitate holistic and coordinated policy, planning and program delivery for water resource management within the Territory. The office is responsible for facilitating cross-directorate collaboration on water management issues, leading on policy and planning for the water sector, undertaking monitoring and reporting to government on the implementation of water plans, policies, and strategies, providing the primary point of engagement with the ACT

community on water sector issues, and conducting assurance reviews as requested by the Minister for Water. The Office of Water will support Canberra becoming a more climate-resilient and water-secure city.

Eligibility/Other Requirements: Experience in water is not necessary, but would be considered favourable.

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: To apply for this role please submit a **maximum two-page pitch** addressing the skills, knowledge and behaviours listed in the Selection Criteria and a current curriculum vitae (no more than two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Gillies (02) 6207 8350 Emma.Gillies@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

Security and Emergency Management Division

Emergency Management Division

Director, Risk Reduction Programs

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58760)

Gazetted: 23 November 2022

Closing Date: 9 December 2022

Details: The Security and Emergency Management Division (SEMD) of JACS is looking for a passionate Director of Disaster Risk Reduction Programs to drive the development and implementation of strategic programs that improve the safety and wellbeing of the ACT Community. This is an exciting opportunity to develop an enduring approach to disaster risk reduction in the ACT, using the implementation of the Territory Wide Risk Assessment as the foundation program.

Applying strong project management planning and documentation experience, the Director Risk Reduction Programs will be the key lead in SEMD to progress a whole of government approach to reducing risk, in partnership with our communities and a range of enthusiastic stakeholders. This position will suit someone who can develop innovative programs, communicate with a variety of stakeholders, and prepare sometimes complex documents and plans.

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

Eligibility/Other Requirements:

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

Professional / Technical Skills and Knowledge

Demonstrated and comprehensive understanding and application of project management concepts, principles and processes within a government or similar environment.

Demonstrated knowledge and experience in analysing, applying and reviewing complex risk management processes that inform long-term risk reduction and sustainable resilience building.

Demonstrated experience managing liaison and engagement arrangements within a government environment, including the ability to connect to a broad range of stakeholders, and build and maintain strong networks and relationships.

Proven organisational skills including the ability to establish priorities, exercise initiative and sound judgement to drive clear decision-making processes, engage in complex problem solving and issues management, successfully implement a program of work against specified timelines and continuously support concurrent work activity.

Well-developed communication and negotiation skills, including the ability to prepare complex briefing material, and actively manage and influence relevant stakeholders' points of view to achieve positive outcomes.

Behavioural Capabilities

High level liaison and interpersonal skills and the ability to establish and foster effective working relationships.

Demonstrated ability to effectively contribute to a multidisciplinary team to deliver high quality outcomes in a complex and fast paced environment.

Well-developed leadership and people management skills

Compliance Requirements/Qualifications

Qualifications in project management or equivalent experience and knowledge is highly desirable.

An understanding of the National Disaster Risk Reduction (DRR) framework is highly desirable.

Hold or have the ability to obtain a Negative Vetting 1 Security Clearance (if required)

Notes: This is a temporary position available 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 position based in a 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 written response outlining your Skills and Experience in line with the Selection Criteria 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: Cameron Beresford (02) 6205 2588 Cameron.Beresford@act.gov.au

ACT Corrective Services

Corporate Services

Finance and Business Services

Director, Assets, Capital Works, Infrastructure, Contracts and Procurement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59692)

Gazetted: 23 November 2022

Closing Date: 7 December 2022

Details: ACT Corrective Services (ACTCS) is looking for highly motivated, experienced and suitable individuals to fill the position of Director, Assets, Capital Works, Infrastructure, Contracts and Procurement (SOGB), within Finance and Business Services.

The successful applicant will lead a team to manage, analyse and report on all financial matters, including procurement and contract management, for ACTCS. You will also be responsible for the financial management of assets, capital works programs and infrastructure.

In addition, you will develop the business area through the establishment, and continuous improvement, of working practices related to asset management, including contributing to policy and procedure development; collection and management of information; and budget management.

Further to this you will be responsible for the delivery of accurate monthly financial reporting to internal and external stakeholders.

To be successful, will have demonstrated skills in developing and delivering organisational financial management services, including assets, capital works, infrastructure, contracts and procurement. In addition, you will have demonstrated experience in people management, sound administrative and organisational skills and a demonstrated ability to plan, prioritise, co-ordinate and provide innovative workflow solutions associated with a complex and busy business 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

A Bachelor's degree in Commerce or Business Management, financial qualifications and/or 5+ years of progressively responsible experience for a major organisation are highly desirable.

This position does require a Working with Vulnerable People Check.

How to Apply: Applicants are required to submit two items: 1) a one to two page written response addressing the Professional/Technical Skills and Knowledge, 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: Liza Briggs (02) 6205 3190 Liza.Briggs@act.gov.au

ACT Corrective Services

Community Corrections

Director, Community Operations

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44000)

Gazetted: 23 November 2022

Closing Date: 7 December 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from experienced, highly motivated and suitable individuals to fill the position of Director, Community Operations.

The Director, Community Operations will provide high level operational leadership to Team Leaders and staff to ensure quality case management is provided to offenders in the community. You will also, provide high-level written and verbal advice regarding Community Corrections, to the Assistant Commissioner.

Further to this, you will ensure all staff within the function provide a respectful, safe and decent environment for all offenders, staff and other stakeholders.

You will also, contribute to the development and delivery of the Community Corrections operational and strategic plans. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills and an ability to develop and compose complex workplace documents.

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

Eligibility/ Other Requirements

Compliance Requirements/Qualifications

The successful candidate will be required to undergo a criminal record check.

Current driver's licence 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)

This position requires a pre-employment medical.

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; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager; and 3) a copy of their driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruno Aloisi (02) 6205 0547 Bruno.Aloisi@act.gov.au

Strategic Policy and Programs, Community Safety

Director, Strategic Policy and Programs

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 51192)

Gazetted: 23 November 2022

Closing Date: 7 December 2022

Details: Working to the Executive Branch Manager (EBM) Strategic Policy and Programs (SPP), Community Safety, the Director, Strategic Policy and Programs will provide leadership and high-level support, including developing and implementing various policy and program proposals and related documentation, and preparing and/or coordinating briefings and correspondence for JACS Executive, the Deputy Director-General (DDG), Community Safety and Ministers.

Eligibility/other requirements:

Tertiary qualifications in the relevant field will be highly regarded.

The occupant of this role will be required to undergo a Police Check.

Note: This is a temporary position available from 25 February 2023 for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position 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 maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees (one of which must be your current supervisor/manager).

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

Contact Officer: Julie Beddoe (02) 6207 4264 Julie.Beddoe@act.gov.au

ACT Corrective Services

Operational Support

Organisational Capability unit

Design and Development Specialist

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57338)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and experienced people to fill the position of Design and Development Specialist (ASO6) within the Organisational Capability Unit (OCU)

The successful applicant will be primarily responsible for developing content for training programs for both custodial and non-custodial topics/programs. You will also support the Assistant Director, Program Design and Development in developing new training program materials in a variety of formats, including face to face group learning, e-learning and self-directed learning.

In addition, you will establish and maintain effective working relationships with both internal and external stakeholders, including interstate jurisdictions, organisations and community groups, to support training activity across ACTCS. You will also facilitate effective governance and accountability in training activities, supporting transparency of compliance with related policy, legislation and national standards.

To be successful, you will possess knowledge of program design and development in the Vocational Education and Training sector and have 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

A qualification in education or training is highly desirable.

Proven experience developing training content using e-learning authoring tools is desirable.

How to Apply: To apply, applicants are required to submit two items: (1) Two 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: Kathryn Wilson (02) 6205 1320 Kathryn.Wilson@act.gov.au

ACT Corrective Services

Office of the Commissioner

Ministerial Support Unit

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11227)

Gazetted: 18 November 2022

Closing Date: 25 November 2022

Details: ACT Corrective Services (ACTCS) is seeking Expressions of Interest from highly motivated, experienced and suitable individuals to temporarily join the Ministerial Support Unit (MSU) as a Senior Policy Officer (Administrative Services Officer 6). The successful applicant will develop and maintain networks across industry, government and other stakeholders to elicit support, involvement, and knowledge relevant to and impacting ACT Corrective Services (ACTCS).

In addition, you will prepare and review relevant ministerial briefings, speeches and correspondence, including proof reading and critically examining documents and liaising with the respective Minister or Executive on any suggested amendments.

Further to this, you will co-ordinate ACTCS input to external requests for information, Freedom of Information requests, complaints and liaising with other ACTCS business units and government agencies.

To be successful in the role, the officer will need to be highly organised, have good attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector and the public, while displaying sound judgement and an ability to adhere to tight timeframes.

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

Eligibility/ Other Requirements:

A working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government processes is desirable.

Relevant tertiary qualifications in a relevant field, e.g.: Law, Criminology, Social Sciences, or working towards such a qualification is desirable

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

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, a current curriculum vitae including the details of two referees.

Please forward your Expression of Interest to actcspeopleandculture@act.gov.au

Contact Officer: Bregje Van Spijker (02) 6205 5589 Bregje.VanSpijker@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Ministerial, Governance and Corporates Support

Ministerial and Government Business

Ministerial and Secretariat Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 51943)

Gazetted: 18 November 2022

Closing Date: 2 December 2022

Details: Major Projects Canberra (MPC) is seeking applications from highly motivated, self-starting, organised people to fill the role of Ministerial and Secretariat Officer. If you enjoy the challenge of working in a fast-paced area, this position could be for you. The role is part of the Ministerial and Government Business team, responsible for Ministerial, Cabinet, Assembly, and Project Board secretariat services for Major Projects Canberra.

The Ministerial and Secretariat Officer will assist with the coordination of Question Time Briefs, ministerial correspondence and other government business in addition to providing high level secretariat support, as necessary, to advisory boards for Major Projects Canberra's designated projects. Including tasks such as:

Coordination, preparation and review of Project Board documentation;

Provision of advice to MPC staff and board members;

Assisting with preparation and coordination of responses to ministerial and other government business as required. 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:

Desirable

A good working knowledge of Objective and/or SharePoint would be an advantage;

Previous experience in a secretariat or coordination role would be advantageous, but not necessary.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Tracie Walters (02) 6207 4798 Tracie.Walters@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Program Solutions

Sales and Client Services

Sales Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57096)

Gazetted: 21 November 2022

Closing Date: 30 November 2022

Details: The Sales Officer will provide sales related administrative support to the Sales team. The role includes responsibility for a variety of administrative tasks to support the operations of the Sales team. It will have a focused approach to the marketing and sales of residential within the ACT.

The Sales and Client Services team values innovative and creative ideas, respectful and informative communication, and motivation to drive projects from conception through to delivery. We:

manage the sales process for Agency sites and properties

liaise with, and manage, client and stakeholder relationships

manage procurement panel arrangements for commercial and residential property agents and legal service providers.

Key roles and responsibilities of the role

Supervise and coordinate the sales administration activities and processes including ensuring CRM data is up to date and accurate

Set and monitor tasks and goals and provide training, guidance and support

Ensure the efficiency and effectiveness of service delivery, including the input and provision of accurate data reflecting activity and service

Problem solves to maintain and improve service efficiency; risk manage and identify areas for process improvement

Maintain up-to-date and accurate electronic enquiry, registrations and purchaser data and maintain data input requirements, records management and administration activities related to the workflow and processing of land purchases

Monitoring settlement dates and early identification of possible delays

Event planning and management

Eligibility/Other Requirements:

Must possess a Drivers licence

Flexibility to work at the SLA's sales suite where required

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than 2 A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Torcasio (02) 6205 3020 Kathy.Torcasio@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery

Director, Public Transport Support Solutions Contract Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 35989)

Gazetted: 23 November 2022

Closing Date: 7 December 2022

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.

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

Eligibility/ Other Requirements

Experience 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.

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: Please provide a two-page pitch addressing the position requirements and a current curriculum vitae.

Applications should be submitted via the Apply Now button below

Contact Officer: Sarah Taylor-Dayus (02) 6207 4593 Sarah.Taylor-Dayus@act.gov.au

City Services

Development Coordination Branch

School Safety Program

Assistant Director - School Safety Program

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53892)

Gazetted: 23 November 2022

Closing Date: 30 November 2022

Details: The position is responsible for supporting the delivery of Transport Canberra and City Services (TCCS) School Safety Program. The program provides a single point of contact for schools, school communities, residents, parent bodies and ACT Government directorates for all school transport related programs and infrastructure requests.

The program delivers the 'Ride or Walk to School' program, the 'It's Your Move - Safe Cycle' program, the 'Active Streets for Schools' program and the 'School Crossing Supervisor' program.

The Assistant Director delivers a suite of programs and initiatives that increase school safety and encourage active travel. The assistant Director also produces a range of written and promotional materials to support these activities and positive behaviours. Further information can be found in the Position Description.

Eligibility/other requirements:

Tertiary Qualifications or demonstrated experience in one of the following fields is highly desirable: behavioural sciences, health promotion, communications or human resources.

Driver's licence (class C) is essential.

This position does not require a Working with Vulnerable People Check, however the ability to obtain one is desirable.

Notes: This is a temporary position with an immediate start until 30 June 2023 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply:

A statement of no more than two pages addressing the 'What you require' section in the Position Description.

A current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact officer: Andrew Crichton (02) 6205 8457 Andrew.Crichton@act.gov.au

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

City Services

Roads ACT

Business Support

Senior Director, Business and Support

Senior Officer Grade A \$157,201, Canberra (PN: 41153)

Gazetted: 22 November 2022

Closing Date: 8 December 2022

Details: Transport Canberra and City Services (TCCS) is an ACT Government directorate that converts a passion for quality service into real outcomes for the Canberra community. We design, deliver and support the everyday services that make Canberra so liveable and develop ideas and policies to make our city even more healthy, sustainable and inclusive.

At, TCCS we are proud that our people come from a wide range of personal and professional backgrounds, and we champion respect, equity and diversity as core workforce principles. Join our team of close to 2,500 employees working from 50 plus locations across Canberra and start making your mark on our city today.

TCCS offers competitive salaries with industry-standard superannuation contributions and generous leave entitlements.

We may be able to recognise some or all of your service from another state or federal agency, and we offer flexible working arrangements where at all possible. Visit the ACT Government's '[Careers and Employment](#)' page to see benefits and entitlements enjoyed by all ACT public servants.

Within Roads ACT, the Business Support business unit undertakes a diverse range of critical functions to support the branch's operations. The position manages approximately 10 staff, including a procurement team, Finance/HR processing team, claims and Freedom and Information team, Work, Health Safety (WHS) team and a Ministerial and Branch correspondence officer.

The work undertaken by in-house staff and contracted workers is high-risk, requiring a detailed knowledge of appropriate Work Health Safety systems and associated compliance requirements.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing

appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational and workforce planning objectives. Model commitment to continual learning and business improvement, whilst encouraging ongoing development and engaging the right people to the right roles.

Eligibility/Other Requirements:

Experience in administration related to infrastructure industry is desirable. Experience leading a team in a previous role is essential. A qualification in Business Administration (or equivalent) is 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.

How to Apply: Please submit a response to the Selection Criteria, a current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Rampton (02) 6205 3053 Tim.Rampton@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery

Project Manager, System Management

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 51150)

Gazetted: 22 November 2022

Closing Date: 6 December 2022

Details: Transport Canberra is seeking an enthusiastic and experienced Project Manager to plan, design scope, procure and execute key projects for Transport Canberra. The Project Manager is responsible for allocating appropriate resources to deliver quality, timely and value for money outcomes that are fit-for-purpose and compliant with relevant policies, codes, regulations and legislation. The Project Manager will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

Transport Canberra has a large volume of high-profile programs and projects underway with more to commence in the coming months. The Project Manager will have experience and comprehensive knowledge of project management principles. The Project Manager will use their experience and knowledge to conduct assurance activities and provide advice to senior management. This position requires extensive stakeholder engagement and will be required to identify relevant stakeholders' expectations and concerns to develop a clear understanding of the methodology and practices to achieve outcomes.

Transport Canberra is dynamic and fast changing and therefore, the successful applicant needs to demonstrate the ability to work flexibly, be innovative and outcome focused. 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 or equivalent in Project Management discipline along with current membership and Certification by Australian Institute of Project Management (AIPM) or equivalent at the CPPD or CPPE, or other nationally and internationally recognised institution is highly desirable.

Experience delivering complex projects in the transport environment would be an advantage.

Risk identification and management experience.

Experience delivering IT based projects would be an advantage

Note: This is a temporary position available immediately for two years with the possibility of extension. Selection may be based on application and referee reports only

How to Apply: Please provide a two-page pitch addressing the position requirements and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Taylor-Dayus (02) 6207 4593 Sarah.Taylor-Dayus@act.gov.au

Office of the Director-General

Communications and Engagement

Assistant Director, Communications and Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47386)

Gazetted: 22 November 2022

Closing Date: 13 December 2022

Details: Are you passionate about letting the community know about services and projects which impact them every day?

We're looking for someone with a passion for great communication and the ability to apply their skills to tasks ranging from coordinating community engagement projects to organising media launches and developing exciting social media content.

We want an enthusiastic person who can work in a small team and achieve big results.

The person we're searching for has excellent people skills, a calm demeanour and is an expert in providing communication products in an engaging way to a multitude of audiences.

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

Eligibility/other requirements:

Relevant tertiary qualifications and minimum of five years' experience working professionally in the fields of strategic engagement, strategic communications, media or public relations is preferred.

Ability to work flexibly as well as some out of hours work.

Notes: This is a temporary position available from January 2023 to October 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is based in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The opportunity to work from home exist as operational needs allow.

How to Apply: Please submit a pitch addressing the Selection Criteria (no more than two pages) and an up-to-date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emily Wadwell (02) 6205 3229 Emily.Wadwell@act.gov.au

City Services

ACT NoWaste

Waste Education and Partnerships

Digital Communications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59693)

Gazetted: 21 November 2022

Closing Date: 28 November 2022

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

The Digital Communications Officer sits within the broader ACT NoWaste arm of Transport and City Services for the ACT Government. The NoWaste branch are responsible for the provision of waste and recycling services across the ACT. The Waste Education and Partnerships team function is to engage with our community on achieving best practice waste and recycling outcomes.

This position is responsible for the graphic design of a wide range of materials which provide timely and accurate information about NoWaste business activities. Further to this, you will be responsible for designing, maintaining and updating information on the Recycling and Waste web pages so that the community is well informed on all waste and recycling matters. If you enjoy collaborating within and across teams, to deliver innovative and engaging design in line with the ACT Government brand guidelines, then please apply.

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

Eligibility/ Other Requirements

Relevant tertiary qualifications and a minimum of five years' experience working professionally in digital communications is highly desirable.

Note: This is a temporary position available until 30 June 2023 with the possibility of permanency.

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

How to Apply: please submit an application providing examples demonstrating your suitability against the Selection Criteria. Additionally, please submit your current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joley Vidau (02) 6207 6515 Joley.Vidau@act.gov.au

City Services

Roads ACT

Program Development/Environment and Utilities

Director, Environment and Utilities

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 27729)

Gazetted: 21 November 2022

Closing Date: 6 January 2023

Details: This role is wholly directly engaged in the development, delivery, management, operations, and maintenance of major/significant infrastructure projects.

The position is a technical leadership/management role to develop and achieve specific outcomes within a defined set of infrastructure programs or projects.

Decisions made at this level have a direct and significant impact on the strategic direction of the business.

Recommendations provided by this role are technically authoritative and have a significant influence within and outside the Directorate.

The successful candidate will exhibit substantial technical expertise alongside executive-like capabilities.

The position will provide high level advice to the Executive and contribute to and support the strategic direction of the City Services Division.

The role involves interacting to influence diverse internal and external stakeholder groups such as: Unions, Contractors, and regulatory bodies.

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

Eligibility/Other Requirements:

Hold a relevant professional qualification 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 and contract management experience.

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: Candidates should provide a maximum five page response to the Selection Criteria (what you require); a current curriculum vitae (resume) and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennie Gilles (02) 6207 2141 Jennie.Gilles@act.gov.au

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

City Services

City Presentation

Urban Treescapes

Technical Officer Programs

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 53360, Several)

Gazetted: 18 November 2022

Closing Date: 9 December 2022

Details: Do you thrive in a busy environment providing support to equally supportive managers and team members?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 809,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters. The Technical Officer Programs will work within a small team that plans and carries out tree planting, contracted tree removal, and maintenance activities on unleased land across Canberra. The role will be required to assist with the development, administration, and delivery of Urban Treescaping programs. The role may also involve leadership of a small team of workers and will include responsibility for carrying out site specific risk assessments and ensuring that crews work safely, the allocation of plant and equipment for jobs, liaising with contractors, record keeping and reporting, and carrying out audits as required.

The successful applicants will have a passion for trees and an understanding of the importance of teamwork and great customer service.

Please see the Position Description for further information about the role.

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

Notes: Applications are invited to fill two full-time, one temporary full-time vacancies for the role of Technical Officer, Programs. The temporary position is available for up to 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applications should include:

A statement of no more than four pages addressing the 'What you require' section in the Position Description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted directly via the Apply Now button below

Contact Officer: Amanda Evans (02) 6205 1074 Amanda.Evans@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Libraries ACT

Communications and Engagement Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 26001)

Gazetted: 21 November 2022

Closing Date: 5 December 2022

Details: Libraries ACT are on the lookout for a Communications and Engagement Officer who has great leadership qualities and a passion for delivering strategic and targeted communications to the community.

Come and join a team of passionate and creative professionals who develop and deliver engaging programs, events and projects for Libraries ACT. We are looking for a dynamic and enthusiastic communications and engagement expert who can develop and deliver strategic communications targeted to a broad range of groups within the community.

You will work collaboratively with the Outreach team, Programs and Events team, Executive team and Library Branches to deliver effective and engaging communications. You will work on challenging projects that will help shape the future of libraries. Your work will make an immediate and impactful contribution to the Canberra community.

If you want to improve your communication and leadership skills and undertake work that impacts the people of Canberra, we want to hear from you!

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

Notes: This is a temporary position available immediately for six 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 workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The opportunity to work from home exist as operational needs allow. Selection may be based on application and referee reports only.

How to Apply: 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 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.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Megan Davies (02) 6207 5156 Megan.Davies@act.gov.au

City Services

City Presentation

Urban Treescapes

Assistant Director Programs

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17745)

Gazetted: 17 November 2022

Closing Date: 8 December 2022

Details:

Are you a leader who can nurture a team and keep Canberra green? Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 809,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters. Applications are invited to fill the full-time vacancy for the role of Assistant Director Programs beginning as soon as possible.

The Assistant Director Programs is responsible for the delivery of programs to manage Canberra's urban forest. Leading a growing team, this role is pivotal to the renewal of the urban forest and achieving the target of 30% canopy cover by 2045.

As a senior leader within Transport Canberra and City services (TCCS), this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key factor of this role as is a value-based leadership style.

This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance, and develop capacity to achieve organisational objectives. Modelling commitment to continual learning, encouraging ongoing development, and engaging the right people to the right roles.

Please see the Position Description for further information about the role.

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

Notes: Selection may be based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply:

Applications should include:

A statement of no more than four pages addressing the 'What you require' section in the Position Description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted directly via the Apply Now button below

Contact Officer: Rachael Dawes (02) 6205 5263 Rachael.Dawes@act.gov.au

Transport Canberra and Business Service

Strategic Policy and Programs

Policy and Legislation (City Services)

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48199)

Gazetted: 17 November 2022

Closing Date: 1 December 2022

Details: Strategic Policy and Programs branch currently has opportunities available to join the Transport Policy and Regulation and Policy and Legislation – City Services teams.

As Policy Officer, Transport Policy and Regulation your area of focus will be operational transport policy and regulation where you will support and contribute to the delivery of regulatory reform and policy work to support delivery of the directorate's transport related statutory obligations.

You will be involved in working on a wide range of issues and types of projects and management of ACT specific road transport policy and legislation through development of regulations and instruments. This work could include assisting to develop innovative responses to issues; coordinate strategies that invoke a whole of government and community approach; and assisting to develop and implement operational policies that meet the needs of the community.

As Policy Officer in the Policy and Legislation – City Services team you will work in a multidisciplinary team supporting a variety of policy, regulation, and legislative projects for Transport Canberra And City Services (TCCS) from inception through to delivery. You will work with subject matters experts, on-ground staff and the community and other stakeholders to co-design solutions.

Eligibility/other requirements:

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

Relevant tertiary qualification (such as law, innovation, policy, project or change management) or other qualifications and technical experience deemed suitable 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.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing skills, knowledge and behaviours listed in the Selection Criteria and a current curriculum vitae (no more than two pages).

Applications should be submitted directly via the Apply Now button below

Contact Officer: Emma Wright (02) 6205 3801 Emma.Wright@act.gov.au

Transport Canberra and Business

Strategic Policy and Programs

Transport Policy and Regulation

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 44999, Several)

Gazetted: 17 November 2022

Closing Date: 1 December 2022

Details: Strategic Policy and Programs branch currently has opportunities available to join the Transport Policy and Regulation and Policy and Legislation – City Services teams.

As Policy Officer, Transport Policy and Regulation your area of focus will be operational transport policy and regulation where you will support and contribute to the delivery of regulatory reform and policy work to support delivery of the directorate's transport related statutory obligations.

You will be involved in working on a wide range of issues and types of projects and management of ACT specific road transport policy and legislation through development of regulations and instruments. This work could include assisting to develop innovative responses to issues; coordinate strategies that invoke a whole of government and community approach; and assisting to develop and implement operational policies that meet the needs of the community.

As Policy Officer in the Policy and Legislation – City Services team you will work in a multidisciplinary team supporting a variety of policy, regulation, and legislative projects for Transport Canberra and City Services (TCCS) from inception through to delivery. You will work with subject matters experts, on-ground staff and the community and other stakeholders to co-design solutions.

Eligibility/other requirements:

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

Relevant tertiary qualification (such as law, innovation, policy, project or change management) or other qualifications and technical experience deemed suitable 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.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing skills, knowledge and behaviours listed in the Selection Criteria and a current curriculum vitae (no more than two pages).

Applications should be submitted directly via the Apply Now button below

Contact Officer: Georgia Nicolls (02) 6207 8969 Georgia.Nicolls@act.gov.au

APPOINTMENTS

ACT Health

Senior Officer Grade C \$114,928 - \$123,710

Susan Morberger, Section 68(1), 21 November 2022

Canberra Health Services

Registered Nurse Level 3.1 \$115,743 - \$120,506

Julius Adu, Section 68(1), 17 November 2022

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

Flordeliza Antonio, Section 68(1), 24 November 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Luke Dark, Section 68(1), 17 November 2022

Health Service Officer Level 4/5 \$57,149 - \$63,169

Warshahennadige De Soyza, Section 68(1), 15 November 2022

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

Aman Kaur, Section 68(1), 24 November 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Mark Morley, Section 68(1), 18 November 2022

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

Samantha O'Brien, Section 68(1), 27 October 2022

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

Lilly Rotich, Section 68(1), 24 November 2022

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

Nicholas Sturgess-Harriott, Section 68(1), 24 November 2022

Senior Officer Grade C \$114,928 - \$123,710

Sandra Wheeler, Section 68(1), 21 November 2022

Canberra Institute of Technology

Teacher Level 1 \$80,673 - \$107,642

Susan Johnston, Section 68(1), 10 November 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$76,255 - \$82,566

Jessica Brown, Section 68(1), 25 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Tanya Comfort, Section 68(1), 25 October 2022

Technical Officer Level 3 \$79,105 - \$89,398

Jeffrey Goolagong, Section 68(1), 21 November 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Maike Hoepper, Section 68(1), 17 November 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Thang Tuan Hua, Section 68(1), 24 November 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Molly Taylor-Dayus, Section 68(1), 25 October 2022

Community Services

Senior Officer Grade C \$114,928 - \$123,710

Katrina Armstrong, Section 68(1), 17 November 2022

Senior Officer Grade C \$114,928 - \$123,710

Cindy Lee Bestek, Section 68(1), 17 November 2022

Education

Senior Officer Grade C \$114,928 - \$123,710

Melanie Garcia, Section 68(1), 21 November 2022

School Assistant 3 \$58,404 - \$62,857

Selena Siniora, Section 68(1), 22 November 2022

Environment, Planning and Sustainable Development

Senior Officer Grade C \$114,928 - \$123,710

Anith Abraham, Section 68(1), 21 November 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Leilani Keen-Church, Section 68(1), 21 November 2022

Professional Officer Class 2 \$91,315 - \$104,509

Karl Newport, Section 68 (1), 21 November 2022

Justice and Community Safety

Administrative Services Officer Class 4 \$76,255 - \$82,566

Victoria Cadwallader, Section 68(1), 22 November 2022

Senior Officer Grade A \$157,201

Jacob Campbell, Section 68(1), 22 November 2022

Senior Officer Grade C \$114,928 - \$123,710

Keira Germech, Section 68(1), 17 November 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Jo-Ann Nadin, Section 68(1), 24 November 2022

Major Projects Canberra

Senior Officer Grade C \$114,928 - \$123,710

Dannielle Greed, Section 68(1), 21 November 2022

Transport Canberra and City Services

Administrative Services Officer Class 4 \$76,255 - \$82,566

Izabela Hoang, Section 68(1), 21 November 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Judith McClintock, Section 68(1), 21 November 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

tim semecky, Section 68(1), 24 November 2022

TRANSFERS

Canberra Health Services

Hannah Smith

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 58145) (Gazetted 8 August 2022)

Chief Minister, Treasury and Economic Development

Rachel Larobina

From: Administrative Services Officer Class 5 \$84,749

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 11146) (Gazetted 9 August 2022)

Education

Jennifer Hanson

From: School Leader C \$132,293

Education

To: School Leader C \$132,293

Education, Canberra (PN. 12033) (Gazetted 4 May 2022)

Nicole McDonald

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 57593) (Gazetted 20 April 2022)

PROMOTIONS

ACT Health

Policy, Partnerships and Programs

Data Analytics Branch

Government Briefings, Reporting and Analysis

Chwen Chong

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 59730) (Gazetted 6 October 2022)

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Office of the Chief Psychiatrist

Sarah Cramond

From: Health Professional Level 4 \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 56838) (Gazetted 5 September 2022)

Population Health

Health Protection Service

Communicable Disease Control

Radomir Krsteski

From: Health Professional Level 4 \$114,928 - \$123,710

ACT Health

To: †Health Professional Level 5 \$135,355 - \$152,377

ACT Health, Canberra (PN. 58817) (Gazetted 16 September 2022)

Digital Solutions Divisions

Technology Operations

Digital Solutions Support Hub

Brandon Miller

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health, Canberra (PN. 41775) (Gazetted 20 October 2022)

ACT Integrity Commission

Assessments

Tahnee Smithers

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

ACT Integrity Commission

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Integrity Commission, Canberra (PN. 59699) (Gazetted 29 September 2022)

ACT Long Service Leave Authority

Operations Section

Caitlin MacLeod

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

ACT Long Service Leave Authority

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Long Service Leave Authority, Canberra (PN. 43553) (Gazetted 23 September 2022)

Canberra Health Services

Clare Barrott

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 32945) (Gazetted 9 March 2022)

Brittany Gropler

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. 22271) (Gazetted 24 October 2022)

Katie Grubb

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. 59187) (Gazetted 30 June 2022)

Jintu Jose

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. 32818) (Gazetted 30 June 2022)

Ella Luttrell

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

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 22379) (Gazetted 11 October 2022)

Vimi Mol Varghese

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 59132) (Gazetted 7 June 2022)

Fiona Webb

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Senior Officer Grade A \$157,201

Canberra Health Services, Canberra (PN. 12618) (Gazetted 23 August 2022)

Guang Zhang

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. 44403) (Gazetted 7 July 2022)

Xiao Zhu

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

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 59131) (Gazetted 7 June 2022)

Maia Zucco

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. 22804) (Gazetted 24 August 2022)

Canberra Institute of Technology

Education and Training Services

CIT Business and Leadership

CIT Business

Amanda Gillborn

From: Teacher Level 2 \$114,979

Canberra Institute of Technology

To: †Manager Education Level 1 \$133,267

Canberra Institute of Technology, Canberra (PN. 51764) (Gazetted 13 September 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Corporate Services

Xaralampos Korres

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: †Senior Officer Grade A \$157,201

Canberra Institute of Technology, Canberra (PN. 58964) (Gazetted 24 September 2022)

Chief Minister, Treasury and Economic Development

Access Canberra

Fair Trading and Compliance

Brendan Archer

From: General Service Officer Level 8 \$73,429 - \$77,593

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 58714) (Gazetted 16 September 2022)

Access Canberra

Fair Trading and Compliance

Jim Bobolas

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 58715) (Gazetted 16 September 2022)

Revenue Management

Operations

Rupinder Chahal

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 59717) (Gazetted 9 August 2022)

Workforce Capability and Governance

Centre for Leadership and Innovation Centre for Leadership and Innovation

Several

Kristen Downes

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 52110) (Gazetted 19 September 2022)

Access Canberra

Engagement, Compliance and COVID-19 Response

Parking Operations and Traffic Camera Compliance

Tara Ellison

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 51232) (Gazetted 28 April 2021)

Revenue Management

Compliance

Jayden Grocott

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 03422) (Gazetted 9 August 2022)

Access Canberra

Customer Coordination

Contact Centre

Katrina Lauro

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 31278) (Gazetted 26 September 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Access Canberra
Customer Coordination
ACT Government
Paige Madsen**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Chief Minister, Treasury and Economic Development, Canberra (PN. 37709) (Gazetted 11 May 2022)

**Economic Development
National Arboretum Canberra and Stromlo Forest Park Branch
National Arboretum Canberra
Jaydon O'Donoghue**

From: General Service Officer Level 3/4 \$53,867 - \$58,825
Chief Minister, Treasury and Economic Development
To: General Service Officer Level 3/4 \$53,867 - \$58,825
Chief Minister, Treasury and Economic Development, Canberra (PN. 38134) (Gazetted 16 September 2022)

**Strategic Finance
Zonghan Wu**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 37234) (Gazetted 7 December 2021)

**Revenue Management
Operations
Juan Yuan**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$84,749 - \$89,705
Chief Minister, Treasury and Economic Development, Canberra (PN. 59716) (Gazetted 8 September 2022)

Community Services

**Family Safety
Projects and Legal
Erin Flynn**

From: Senior Officer Grade C \$114,928 - \$123,710
Community Services
To: †Senior Officer Grade B \$135,355 - \$152,377
Community Services, Canberra (PN. 50822) (Gazetted 2 December 2021)

**OFFICE OF THE FAMILY SAFETY
Emma Lewis**

From: Senior Officer Grade C \$114,928 - \$123,710
Community Services
To: †Senior Officer Grade B \$135,355 - \$152,377
Community Services, Canberra (PN. 37263) (Gazetted 16 December 2021)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Corporate Services
People Management Branch
Kyle Waight**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 50879) (Gazetted 5 August 2022)

Inclusion and Participation

Michelle Ward

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 54862) (Gazetted 14 June 2022)

Education

School Improvement

Belconnen

Hawker Primary School

Rachel Eisenberg

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 23966) (Gazetted 20 September 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

System Policy and Reform

ACT Board of Senior Secondary Studies

Office of the Board of Senior Secondary Studies

Lisa Green

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 59642) (Gazetted 4 May 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

People and Performance

Belconnen Network

Macquarie Primary School

Nicole Kozak

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 35950) (Gazetted 6 September 2022)

School Performance and Improvement

North and Gungahlin

Dickson College

Anne-Maree Wigney

From: School Assistant 2 \$51,548 - \$56,919

Education

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 51691) (Gazetted 19 September 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Office of the Director General

Communications, Engagement and Media

Hannah Evans

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 19650) (Gazetted 11 October 2022)

Climate Change and Energy

Georgia Niedermeier

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 16046) (Gazetted 17 August 2022)

Justice and Community Safety

ACT Human Rights Commission

Victim Support ACT

Client Services Team

Mark Baldwin

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 31852) (Gazetted 28 September 2022)

ACT Human Rights Commission

ACT Human Rights Commission-President

Corporate Support

Andrew Bennett

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety, Canberra (PN. 44059) (Gazetted 26 September 2022)

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Alexia Fuller

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 59106) (Gazetted 16 March 2022)

Transport Canberra and City Services

Chief Operating Officer Group

Finance

Assets and Capital Works

Wanting Chen

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Transport Canberra and City Services, Canberra (PN. 24922) (Gazetted 13 October 2022)

Transport Canberra

Bus Operations

Recruitment and Training

Jessika Philp

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. A20249) (Gazetted 1 November 2022)