



ACT Government Gazette

Gazetted Notices for the week beginning 23 March 2023

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>

Mental Health and Suicide Prevention

Mental Health Policy and Strategy

Director Mental Health Policy and Strategy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 36476)

Gazetted: 23 March 2023

Closing Date: 18 April 2023

Details: The Mental Health Policy and Strategy team is seeking an experienced leader to shape and deliver on significant health and mental health reform. The successful applicant will provide high level strategic policy and project advice to the ACTHD Executive and the ACT Government. Under the direction of the Senior Manager, they will lead and manage an integrated team of staff in the preparation of complex ministerial briefings, cabinet submissions, assembly questions, speeches and other government processes.

This position manages and leads a team in the preparation of a range of documents, including ministerial briefings, cabinet submissions, correspondence and other requirements of the Legislative Assembly relating to health issues which may relate to local, national or international issues.

The Director will:

Coordinate and prepare responses on behalf of AHD and the ACT Government.

Represent ACTHD at intergovernmental forums and other events, as delegated.

Liaise and negotiate with service providers, government agencies, and other stakeholders, as required.

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

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

How to Apply: Please provide a two-page pitch addressing the position description and capabilities along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wendy Kipling (02) 6207 1444 Wendy.Kipling@act.gov.au

Digital Solutions Division

Technology Operations

Security Hub

Assistant Director, Cyber Security

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

Gazetted: 23 March 2023

Closing Date: 6 April 2023

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

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

The Digital Solutions Division is committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. The Digital Solutions Division is responsible for:

The implementation and support of the Digital Health Strategy

Management of technology services and projects

Management of the relationship and services delivery by technology vendors

Development, implementation and maintenance of technology policies and procedures.

Ensuring information security

Information management

Protective security

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

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

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 written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of two referees, one of whom is your current manager.

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

Contact Officer: Rajesh Kendoth (02) 5124 9286 Rajesh.Kendoth@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

Chief Operating Officer

CHS Surgery - Demand Management

After Hours Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 37388 - 029HN)

Gazetted: 24 March 2023

Closing Date: 7 April 2023

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 After-Hours Clinical Nurse Consultant (CNC) is responsible and accountable to the Director of Nursing, Patient Flow for the safe and effective management of Canberra Hospital after hours. This includes working with the After-Hours Hospital Manager to provide out of hours leadership, operational and clinical support to both clinical and non-clinical staff.

About You

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Strong Leadership skills and role modelling behaviours consistent with CHS vision and values.

Ability to make informed decisions and problem solve in an after- hours environment

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in nursing is preferred.

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). The successful applicant will need to be for weekend and after-hours work.

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This position is part-time at 18 hours per week. The full-time salary noted above will be paid pro-rata.

Contact Officer: Heather Heslop 51247168 heather.heslop@act.gov.au

Clinical Services

Medicine

Emergency Department

Advanced Practice Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58957, several-029IK)

Gazetted: 23 March 2023

Closing Date: 6 April 2023

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Position Overview

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The Emergency Department is a mixed adult and Pediatric tertiary trauma center with Advanced Practice Nurses (APN) who provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by clinical treatment protocols, medication standing orders and clinical decision making.

An opportunity is available for suitably qualified Registered Nurse to apply for a permanent position as a trained Advanced Practice Nurse and or who would like the opportunity to be trained with the potential for a permanent position, in the Emergency Department. Successful applicants will be required to work a rotating roster with mornings and evenings across a 7-day week including public holidays.

Successful applicants will fill a permanent position in the Emergency Department with a combined training program with the CHS walk in centres. The number of successful applicants will be determinant on your preferred FTE.

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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.

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

Position Requirements/Qualifications:

- Relevant registered nurse qualifications and a minimum of five years' experience working professionally in primary health assessment experience or Emergency Departments experience is preferred.
- Registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of five years post graduate nursing experience.
- Ability to work across all ACT Walk-in Centres, for training.
- Ability to work a flexible rotating roster
- 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:

- Primary health or Emergency Department assessment and treatment experience.
- Tertiary level qualification OR Post Graduate course work or study.
- The successful applicant must be available for a rotating roster with weekend, Public Holidays and evening work
- Have a high level of 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:

- As part of the selection process permanent Advanced Practice Nurse position candidates will need to complete a 4-week OSCE training module and pass the relevant Assessments for which Canberra Health Services will supply a temporary paid position to cover you for completion of the training module and assessment. Failure to complete or pass the module and assessments will result in an unsuccessful application and no permanent offer being extended. Please contact the listed Contact Officer for further information regarding this process."
- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

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

Contact Officer: Nicole Slater (02) 5124 5815 Nicole.Slater@act.gov.au

Rehabilitation, Aged, & Community Services

Psychology & Counselling

Junior Clinical Psychologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 12193, several - 029B0)

Gazetted: 23 March 2023

Closing Date: 25 April 2023

Our Vision: creating exceptional health care together.

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Group Attraction and Retention Incentive: \$4,206 at HPO2.9.

Successful applicants may be eligible for the CHS Psychology Group ARIn. Speak to the Contact Officer listed to find out if you could be eligible. Please

note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework.

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www.canberrahealthservices.act.gov.au

The overall functions of the Clinical Psychologist will:

- Promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.
- Provide individual or group service delivery.
- Perform normal professional work under general professional guidance.
- May perform novel, complex, critical or difficult tasks with professional supervision.
- Participate in the supervision and training of other staff, as directed.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster.

About You

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Behavioural Capabilities

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

Strong interpersonal and communication skills.

Strong organisational skills with a high degree of drive.

Position Requirements/Qualifications:

Mandatory

- Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have an Area of Practice Endorsement in Clinical Psychology and be a board-approved supervisor within your area of practice.
- 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.

Contact Officer: Sean Hambrook (02) 5124 0076 sean.hambrook@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

CAMHS Clinical Manager

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 29031, several - 029IG)

Gazetted: 23 March 2023

Closing Date: 11 April 2023

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Position Overview

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Mental Health, Justice Health, Alcohol & Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided a range from prevention and treatment to

recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

These services include:

- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol & Drug Services (ADS)
- Child & Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)
- Territory-wide Mental Health Services (TWMHS)

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

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework to children and Young People up to the age of 18.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 clinicians.

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

About You

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field.

A current Driver's Licence.

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work

- Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's license.

For All:

- 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 for all disciplines:

- Experience in working with children and young people with mental illness.
- 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 ACT Health credentialing and scope of clinical practice requirements.

Note: There is two permanent, one temporary for 11 months and one temporary for six months positions available.

The successful candidate will be required to:

- Be available to work within all program areas of CAMHS as service needs arise.
- This position is a permanent available at CAMHS services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Simone Clarke (02) 5124 1880 Simone.Clarke@act.gov.au

Finance and Business Intelligence

Health Information Services

Senior Director, Health Information Services

Health Professional Level 6 \$157,201, Canberra (PN: 60816 - 029HS)

Gazetted: 23 March 2023

Closing Date: 6 April 2023

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Position Overview

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The CFO Division is responsible for developing and maintaining budgets, providing strategic financial advice, procurement and supply, and operational reporting across the health service. Additionally, the CFO Division includes the Health Information Services (HIS) team, which provides a range of services including:

Provision of health records and personal health information for patient care, research, quality improvement, education, and medicolegal purposes.

Clinical record scanning and management.

Clinical coding and casemix data generation; and

Patient identifier management.

The Senior Director of HIS is responsible for providing strategic direction, leadership for clinical records and health information management functions, implementing service improvements and undertaking performance monitoring to meet the medical, legal, ethical and administrative requirements of health care delivery across Canberra Health Services.

The successful applicant will lead a diverse cohort of managers and professionals across the HIS operational teams to undertake the following essential functions:

Identity management and chart corrections in the Digital Health Record (DHR)

Clinical record scanning

Release of Information and record access for research and quality purposes

Clinical record management across CHS including community-based services.

Clinical coding and clinical documentation improvement

Data quality activities including KPI monitoring and reporting.

User access auditing

Responsibilities include policy development, management, planning and best practice service delivery, as well as compliance with the organisation's risk management, clinical and corporate governance frameworks.

The successful applicant will work collaboratively with team leaders across HIS to identify improvement opportunities, and to help build a collaborative, proactive workplace culture consistent with CHS values.

About You

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Behavioural Capabilities

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

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

Confident communicator with strong liaison/negotiating skills.

Ability to plan, prioritise and organise work to achieve performance objectives and ability to work well within a team environment.

Position Requirements/Qualifications:

Mandatory

Tertiary qualifications or equivalent in Health Information Management (HIM).

Previous experience in a Senior HIM role and demonstrated experience in leading and managing the performance of HIS teams.

A thorough knowledge of Australian Standards in relation to paper-based and/or digitised (scanned) health record system requirements.

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.

Desirable

Current Australian 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: Jennifer Elliott (02) 5124 3326 Jennifer.Elliott@act.gov.au

Mental Health Justice Health Alcohol and Drug Services

Forensic Mental Health Services

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 46481 - 029IC)

Gazetted: 23 March 2023

Closing Date: 11 April 2023

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Position Overview

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www.canberrahealthservices.act.gov.au

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

- FMHS Forensic Consultation and Intervention Service (FoCIS) including:
 - Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)
- FMHS Mental Health Court Assessment and Liaison Service (MHCALS)
- FMHS Custodial Mental Health (CMH) including:
 - CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)
 - CMH – Adult at the Alexander Maconochie Centre (CMH – A)

This position is based at the AMC and may be in either the Assertive Response Team (ART) or the Clinical Management team depending on interest and experience. ART is a 7-day acute mental health service that operates between 08:30 and 19:00 hrs daily. Shifts include 08:30 to 17:00 or 10:30 to 19:00 hours. 4-7 weeks annual leave depending on roster. Weekends and public holidays attract penalty rates. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions).

The AMC allows smoking by detainees and as such staff may be exposed to intermittent secondary smoke in the line of their work.

About You

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Behavioural Capabilities

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and compassionately with complex clients.

Resilience and calm in the face of conflict or uncertainty.

Position Requirements/Qualifications:

Mandatory

- Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.
- Minimum 1-year (preferably 3 years) post-qualification 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 of working in an acute inpatient or community mental health service.

Other

- The successful applicant will need to be available for weekend shifts and limited shift work between 0830hrs and 1900hrs.
- 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.

Contact Officer: Tegan Murray (02) 5124 1813 Tegan.Murray@act.gov.au

Mental Health, Justice Health & Alcohol & Drug services

Adult Acute Mental Health Services

Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving personal upgrade), Canberra (PN: 31735-029IR)

Gazetted: 24 March 2023

Closing Date: 14 April 2023

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

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability.

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

The successful applicant of the HP3 Social Work position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality improvement initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 levels, as well as to students and clinically related staff (such as Allied Health Assistants).

The position will report operationally and clinically to the Allied Health Manager and Allied Health Clinical Lead of AAMHS respectively. Professional governance of this position will come from the Discipline Principal Social Work (MHJHADS).

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

The Allied Health team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the Adult Mental Health Inpatient facilities.

About You

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

Behavioural Capabilities

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

- Demonstrated leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment.
- Ability to mentor more junior staff and students and external parties in a collaborative and influential manner.
- Be flexible, adaptable and comfortable with a changing working environment.
- Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements/Qualifications:

Mandatory

- Applicants must have a minimum of three years (ideal five years) paid work experience, post qualification, in a related/ relevant organisation/ service
- Degree in Social Work
- Professional membership or eligibility for membership of the Australian Association of Social Workers (AASW)
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- Current passenger Vehicle 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.

Highly Desirable

- Experience of working within mental health in either an inpatient unit or community 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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

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

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

Finance & Business Intelligence

Business Unit Clinical Benchmarking & SNAP

Assistant Director Clinical Costing

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 51272-029NY)

Gazetted: 24 March 2023

Closing Date: 28 April 2023

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 Chief Finance Officer (CFO) Division is led by the Chief Finance Officer (CFO) who reports to the Chief Executive Officer of Canberra Health Services. The CFO Division is responsible for the development and maintenance of budgets, financial management, revenue tracking, cost allocations, procurement, health information services and activity benchmarking. The Division provides strong operational finance and performance reporting analysis across CHS.

As CHS, the ACT Health Directorate and the ACT Local Health Network move toward an activity-based funding and management environment there will be an increased focus on

- Costing – timely, quality clinical costing data and improved supporting systems
- Pricing – shaping funding policy and pricing models
- Insights – taking knowledge to the health system to inform decision making and to grow capability.

The role of the Assistant Director of Clinical Costing is an integral part of the effective and accurate delivery of information to our staff and stakeholders, primarily relating to the cost of providing health services to the population of the ACT and surrounding region. The role will interact seamlessly with members of the CFO Team as CHS moves toward an activity-based management environment.

About You

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

Behavioural Capabilities

- Work well in team and independent environments.
- Strong organisational skills and ability to work within time pressures.
- Adaptability and flexibility to accommodate change and provide a responsive service to meet clients' needs.

Position Requirements/Qualifications:

- Tertiary qualifications relevant to this role or demonstrated comprehensive experience.
- Understand health data structure in Australia, e.g., DRGs, coding, and costing, and the importance of benchmarking.
- Experience with a Costing Product such as PowerHealth is preferred.
- 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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Lesley Dickens 0421998104 Lesley.Dickens@act.gov.au

Medicine

Cardiology

Cardiology

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 60509, several - 029MM)

Gazetted: 24 March 2023

Closing Date: 7 April 2023

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 Cardiology Department is offering an exciting new stream providing Registered Nurses with the opportunity to upskill in cardiology care across the patient journey. Successful applicants will rotate through Coronary Care Unit, the Cardiac Catheter Laboratory and Cardiology Outpatients over a one year period, with the opportunity for permanency at completion. Successful applicants will be supported to develop clinical skills and knowledge in

Cardiology with peer support and monthly education sessions targeting those in the Cardiology stream, as well as support to achieve Advanced Life Support competency.

Under the direct and indirect supervision of RN2s and the CNC some of the subspecialty specific skills you will have the opportunity to develop include:

Coronary Care Unit – management of patients experiencing acute ST elevation myocardial infarction and non-ST elevation myocardial infarction, beginning ECG interpretation, cardiac monitoring skills, pre and post interventional care for cardiology patients.

Cardiac Catheter Lab – admission and discharge care for interventional cardiology patients, exposure to a range of cardiac diagnostic, interventional and electrophysiology procedures.

Cardiology Outpatients – assisting nursing management of various clinics including cardiology outpatients, heart failure and electrophysiology clinics, as well as cardiac rehabilitation, including nurse led gym sessions.

Applicants should have at least two years post registration experience, preferably in an acute care setting.

Previous experience in Cardiology is not required as you will be supported to upskill in Cardiology. The successful applicants will be required to work a seven day rotating roster while on their CCU rotations, and a Monday to Friday roster while on CCL and Cardiology Outpatient rotations.

About You

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change.

Strong communication and interpersonal skills

Position Requirements/Qualifications:

Relevant Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA) qualifications.

Minimum of two years post registration experience, preferably in the acute care 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.

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 temporary positions available for 12 months with the possibility of extension and/or permanency.

Contact Officer: Anne Corney 0466011807 anne.corney@act.gov.au

Nursing and Midwifery

CAS / BreastScreen ACT

Registered Nurse Counsellor

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 42751 - 029ME)

Gazetted: 24 March 2023

Closing Date: 7 April 2023

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 Cancer, Ambulatory and Community Health Support Division provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration support to Ambulatory and Community centres across Canberra Health Services.

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years.

BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All assessments are carried out at the Canberra city clinic.

BreastScreen ACT has an exciting opportunity for an experienced and motivated level 2 Registered Nurse to work as part of a multi disciplinary team to achieve the National BreastScreen Program objectives.

About You

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

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

High level communication and interpersonal skills and the ability to critically think and exercise a high level of judgement.

Highly self-motivated and organised.

Able to maintain organisation specific software.

Position Requirements/Qualifications:

Relevant working towards a qualification in women's health, breast cancer or Master of Nursing and a minimum of 3 years' experience working professionally in women's health or breast cancer service 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.

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

Contact Officer: Julianne Siggins 0422 390 606 Julianne.siggins@act.gov.au

Women, Youth and Children

Allied Health

Play Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 48837 - 0296H)

Gazetted: 24 March 2023

Closing Date: 3 April 2023

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 Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for children and young people in the ACT and surrounding regions with acute and chronic health needs.

The service is child and family centred, as family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The Centenary Hospital is committed to providing child friendly, child safe and developmentally appropriate care, with opportunities for learning and play seen as fundamental to children's expression, development and health and wellbeing. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics.

Play therapists utilise specialist knowledge to plan, implement and evaluate developmentally appropriate play therapy. Therapeutic and medical play, procedural education, and support to reduce anxiety using coping strategies and distraction are integral to the role. Play therapists work in the Paediatric Inpatient, Outpatient and Day Stay areas and may at times be required to service other areas of the hospital where children are admitted, such as the Emergency Department. Home visits are provided as part of the palliative care program. Play therapists are required to provide expert advice to other health care providers and services and be a resource for staff members to ensure a culture of play and development is maintained.

The play therapist will report operationally to the Director of Allied Health in Women, Youth and Children and liaise regularly with clinical nursing managers in the Paediatric Medical Ward, Outpatients and Day Stay and Adolescent Ward.

About You

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Behavioural Capabilities

Highly conscientious and professional in all aspects of work with a high degree of drive.

Ability to work within an interdisciplinary team environment.

Flexible approach to work including the ability to embrace challenges and provide innovative solutions to problems.

Position Requirements/Qualifications:

Mandatory

Working towards or has a qualification in Mental Health (psychology, social work, counselling), Education, Early Childhood Education or Play Therapy.

Minimum of one years' experience working professionally in play therapy or child life therapy.

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 12 months with the possibility of extensions and/or permanency.

This position is part-time at (14:7) hours per week with the possibility of increased hours up to (22:05) and the full-time salary noted above will be pro-rata.

Contact Officer: Pip Golley 51244236 pip.golley@act.gov.au

**eHealth and Informatics
Chief Information Office
Executive Assistant**

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 53994 - 029L5)

Gazetted: 24 March 2023

Closing Date: 31 March 2023

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 Chief Information Officer (CIO) is responsible for CHS Digital Strategy and governance, information systems operations, ICT projects, business intelligence, non-clinical digital records and the on-going optimisation of clinical and administrative systems.

About You

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

Behavioural Capabilities

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

Position Requirements/Qualifications:

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.

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

Contact Officer: Nasa Walton (02) 5124 0358 nasa.walton@act.gov.au

Office of the Chief Operating Officer

Outpatients Support Team

Project Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 45280-029L1)

Gazetted: 23 March 2023

Closing Date: 6 April 2023

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 Outpatients Support Team provides a range of policy, project and operational support to ensure facilities, resources and patient flow is optimized in providing high quality medical outpatient services across all clinical services.

This position is integral to supporting the small team in the implementation and sustainability of a range of reform and transformational initiatives to ensure best practice outpatients services are provided across CHS.

About You

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

Behavioural Capabilities

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- An ability to use data to inform decisions and identify trends

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

- Working towards or holds a certificate in project management, customer service, or another relevant field is desirable.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Dee Patil 0410637318 Dee.Patil@act.gov.au

Women, Youth and Children

Staff Specialist/Senior Staff Specialist – Community Paediatrician

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 57223, several- 029QN)

Gazetted: 24 March 2023

Closing Date: 23 April 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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 multi-disciplinary 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).

Specialist medical services for children and young people within the EHS are provided through the Developmental Paediatric and Child Protection Medical Service (DPCPMS). The team work with an understanding of the impact of Adverse Childhood Experiences (ACEs) on the physical, emotional, and social development of children and young people and collaborate with others across the Enhanced Health Services to provide holistic care.

This team provides medical services for children and adolescents requiring assessment, treatment or review relating to suspected or established developmental delay or disability, and behavioural or emotional disturbance. They also receive referrals from ACT and NSW child protection services and police, NSW Southern Tablelands Network Violence Abuse and Neglect, and from other health professionals within CHS for children and young people who have experienced or are suspected of experiencing physical abuse, sexual abuse, or neglect. The team provide forensic and medical assessment for these children and young people including urgent medical assessments outside normal business hours.

The preferred applicant may be considered for a conjoint appointment with the Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the Canberra Health Services appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/CHS) for (research/clinical) 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

Note: Permanent and temporary positions are available. Temporary positions are available for 12 months with the possibility of extension and/or permanency.

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

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

Mandatory

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

Fellowship of the Royal Australasian College of Physicians (RACP) or equivalent high specialist qualifications

Sub speciality in General Paediatrics and/or Community Child Health and qualifications and/or experience in forensic medicine (desirable).

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

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

Desirable

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.

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 Blessy Charles Blessy.Charles@act.gov.au or 02 5124 7607

Medical Services

Healthcare Technology Management (HTM)

Project Officer-HTM DHR Lead

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 59733 - 029RN)

Gazetted: 29 March 2023

Closing Date: 1 May 2023

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

ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. This role will lead the HTM component where medical device integration with DHR is required.

The position reports to the Director HTM and is responsible for the efficient implementation of DHR integration with broad range of medical equipment and systems, including the relevant projects that are required to be undertaken to enable that.

About You

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

Behavioural Capabilities

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

Position Requirements/Qualifications:

Relevant secondary and tertiary qualifications, as a Health Professional will be highly regarded with minimum 5 years' experience in a related/relevant organisation/service.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Current driver's licence

Contact Officer: Geoff McClymont 51243043 Geoff.McClymont@act.gov.au

Infrastructure and Health Support Services

Food Services

Operations Officer

Health Service Officer Level 4 \$57,149 - \$59,336, Canberra (PN: 19621 - 029OR)

Gazetted: 24 March 2023

Closing Date: 7 April 2023

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Position Overview

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www.canberrahealthservices.act.gov.au

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food & Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services.

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

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

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services: o Meal Plating and Rethermalisation

Meal deliveries to patients o Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa & other Community Centres.

Applications are sought from an enthusiastic and motivated individuals to permanently fill an HSO-4 position within the Food Services Staff Cafeteria.

Food Services provides meals and other products to many Canberra Health Services locations including The Canberra Hospital, National Capital Hospital and other Medical Centre's within the ACT. The successful applicant will be required to work as a key member of the Food Service, Staff Cafeteria team. The successful applicants will be required to follow the HSO-4 duties as listed in the Position Description see attached.

About You

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Behavioural Capabilities

Strong communication and interpersonal skills and passionate about high quality customer service.

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

Strong organisational, coordination and planning skills and a focus on outcomes.

Position Requirements/Qualifications:

Relevant Food Industry recognized qualifications and a minimum of 2 years' experience working professionally in food services is preferred.

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

Note: Some position's will not be required to work shifts.

Current class C Driver's License.

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.

Note: This is a Monday to Friday position with no ADO's. The successful candidate may be chosen from application and referees only.

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: Daniel Farias 5124 3741 Daniel.Farias@act.gov.au

Transitional Therapy and Care Program

Allied Health

Speech Pathologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 30399 - 029P8)

Gazetted: 27 March 2023

Closing Date: 13 April 2023

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

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, 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's values: Kind, Respect, Reliable and Progressive.

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

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

It is expected that this position will work across both the Rehabilitation Aged and Community Services Transitional Therapy and Care Program and the Speech Pathology Department.

The Transitional Therapy and Care Program (TTCP) is based at the University of Canberra Hospital, Bruce. TTCP is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks and is provided either in a 15-bed low level care facility, located in Red Hill or in the client's home. Clients vary in their presenting medical conditions and may include those with orthopaedic conditions, neurological conditions, complex medical conditions and the frail aged.

The RACS Speech Pathology service is a dynamic team of Speech Pathologists and allied health assistants. Based across Canberra Health Services, we provide a range of inpatient and outpatient services in rehabilitation and aged care environments, including working with adult neurological caseloads across both acute, rehabilitation, and community settings.

About You

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Behavioural Capabilities

Strong organisational skills with high degree of initiative.

Excellent communication skills.

Ability to work collaboratively with the interprofessional team, and speech pathology team.

Adaptability and flexibility to accommodate change and be responsive to clinical needs.

Position Requirements/Qualifications:

Mandatory

- Relevant Degree or Diploma in Speech Pathology from a recognised tertiary institution.
- To hold or be eligible for a practising membership of Speech Pathology Australia.
- Hold a full and 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.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.

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.
- Contact Officer: Jasmin Gray (02) 5124 8383 Jasmin.Gray@act.gov.au

Medical Services

Medical Officer Support, Credentialing, Employment and Training Unit

Director, International Medical Coordination

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60729-029JC)

Gazetted: 28 March 2023

Closing Date: 11 April 2023

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Position Overview

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Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) has responsibility for:

- The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services.
- The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program, and
- Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under broad direction from the Senior Director MOSCETU, you will be responsible for providing recruitment support and advice to managers across CHS on all matters relating to the International Medical Graduate (IMG)

recruitment, ongoing educational needs, and registration requirements of Junior Medical Officers (JMOs). You will also be responsible for the oversight of MOSCETU's recruitment team.

About You

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Behavioural Capabilities

- High level organisational skills with strong communication skills
- Strong strategic thinking and ability to implement change.
- High degree of common sense and self-awareness

Position Requirements/Qualifications:

- Previous medical recruitment experience in a public hospital environment.
- 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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Janelle Corey (02) 51242507 Janelle.Corey@act.gov.au

Division of Medicine

Department of Respiratory and Sleep

Booking and Scheduling Officer - Medical Clinics

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 10783 - 029NQ)

Gazetted: 27 March 2023

Closing Date: 13 April 2023

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Position Overview

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This position reports to the Office Manager (reporting) and Administration Manager. The position involves the booking and scheduling of outpatient appointments and procedures, Medicare billing and medical record responsibilities, as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

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 organisational skills with a high degree of drive.

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

Strong communication and interpersonal skills.

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner.

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.

Contact Officer: Kathleen Tate (02) 5124 3028 kathleen.tate@act.gov.au

Medical Services

Medical Imaging - Nuclear Medicine and PET

Senior Nuclear Medicine Technologist

Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: 28992 - 02910)

Gazetted: 27 March 2023

Closing Date: 12 April 2023

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Position Overview

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Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South-East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Nuclear Medicine department currently has three gamma cameras, PET/CT service and Bone Mineral Densitometry. The current SPECT/CT scanner is approximately 4 years old, and two new SPECT and SPECT/CT scanners are due to be installed in the next twelve months.

The PET/CT scanner is also due to be replaced in 2023, and with a Gallium-68 generator to be added concurrently with theragnostic services to commence in 2024.

Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered including paediatric, oncology and cardiac studies.

The PET/CT service currently offers diagnostic CT scanning, with funding approved to expand current F-18 based imaging to include novel PET studies and associated Theragnostic services in the future.

This position will suit an enthusiastic Nuclear Medicine Technologist with experience in developing and promoting standards in a professional team, with an understanding of, and interest in research studies.

The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, with potential to perform diagnostic CT scans across the wider medical imaging department from time to time.

About You

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Behavioural Capabilities

Strong organisational skills with an ability to work cooperatively in a team environment.

High level communication skills.

Strong organisational awareness.

Adaptability and flexibility to accommodate change.

Position Requirements/Qualifications:

Mandatory

Relevant qualifications (e.g. Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine) or equivalent) and a minimum of 3 years' experience working professionally in Nuclear Medicine and PET.

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

The successful applicant will need to participate in after-hours and on-call roster as required.

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Desirable

Continuing interest and experience in undertaking research activities including participation in clinical trials and quality assurance programs.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Appointment to this position may be made based on written application only.

Contact Officer: Ross Bevan 51244345 ross.bevan@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Nurse Consultant

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 16098-029KI)

Gazetted: 27 March 2023

Closing Date: 17 April 2023

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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www.canberrahealthservices.act.gov.au

This position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The ACMHS has community recovery services operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres. Additionally, ACMHS has an Assertive Community Outreach Service based at Belconnen, an Older Persons Mental Health

Community Team based at the University of Canberra Hospital, a Mental Health Services Intellectual Disability Team based at Gungahlin, and a Mental Health Link Team based at the city.

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

The ACMHS model of care aims to improve the responsiveness and diversity of services offered to people. The ACMHS MoC is underpinned by principles of recovery and aims to:

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

As a Clinical Nurse Consultant working on the Mental Health Link Team, you will be responsible for providing consultation liaison services to support consumers to live and function within their community and to identified Partnership Community Organisations.

Your duties will include providing advance nursing care to consumers who require supported accommodation, residential housing, justice community housing, clinical sub-acute housing as well as temporary and short-term accommodation options. Additionally, you will provide advance support to the division in the areas of post suicide attempt follow up, NDIS planning and discharge consultation liaison.

You will enjoy working as a member of the multidisciplinary team and be highly motivated to engage in consultative and educative practices with families, carers, and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse 1, 2 and 3 Levels as well as supervising students.

The position is based at the City Community Health Centre and reports to the Mental Health Link team manager.

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

About You

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Behavioural Capabilities

- Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service.
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Position Requirements/Qualifications:

Mandatory

- Hold a qualification in nursing and be unconditionally registered as a Registered Nurse 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

- Strong understanding of adult community mental health services with minimum of three years post qualification experience.
- Post Graduate Qualification in Mental Health Nursing or working towards such is highly desirable.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Hold a current driver's licence.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

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

Contact Officer: Donald Wilson 02 51241947/ 0403089614 Donald.L.wilson@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Administration Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 21214 - 029PB)

Gazetted: 28 March 2023

Closing Date: 4 April 2023

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 division is also responsible for the support functions for ambulatory and community health including the Central Intake team, Central Outpatients, Walk-in Centres and Transcription.

The Administration Officers work with the wider departments to provide administrative support to the Division for people accessing cancer services. This position involves a high level of consumer contact through a variety of communication methods to provide high quality service.

About You

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Behavioural Capabilities

Flexible and organised with an ability to thrive in a busy and dynamic environment.

A passion to provide administration support and a professional work ethic.

A commitment to customer service with an ability / previous history of providing excellent administration support.

Position Requirements/Qualifications:

- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- 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: Luke Baker (02) 5124 8519 luke.baker@act.gov.au

Women Youth Children

School Services Program

Healthcare Access at School

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22660 - 029QG)

Gazetted: 28 March 2023

Closing Date: 11 April 2023

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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Position Overview

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www.canberrahealthservices.act.gov.au

The Healthcare Access at School (HAAS) program is delivered in a partnership between Canberra Health Services and the Education Directorate.

The program supports students in ACT public schools with a range of health conditions who require complex or invasive tasks or procedures to be undertaken during school hours.

Under the HAAS Program, the Registered Nurse provides training for school-based staff to ensure they are competent and confident in meeting the healthcare needs of individual students, allowing these students to safely attend school.

The HAAS nurse also provides a link between families, schools, and the child's health professionals.

This is an opportunity to use your valuable knowledge and skills in a different way; one that has a long-lasting beneficial outcome for children and young people living with complex health conditions, their families, and their schools. The HAAS team is positive and dynamic, and you will be welcomed and well supported as you learn the role.

The office is based at 1 Moore Street Canberra City with travel to schools or to meet with families on most days.

About You

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Behavioural Capabilities

- Adaptability and flexibility to accommodate change and provide a responsive approach to meet the needs of the stakeholders
- An ability to work respectfully in partnership with a range of stakeholders
- Ability to contribute positively to team culture, demonstrating kindness to colleagues and clients
- Well-developed communication and interpersonal skills

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in paediatrics is preferred. The successful applicant will need to:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- 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.
- 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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Note: This is a temporary part time position of up to 36 hours per week. Five 7 hour days or four 8 hour days would be considered. Work occurs Monday to Friday 0800-1630hrs. Work days must include Friday with other weekdays to be negotiated. Application may be off selection criteria and referees only. The position is for 11 months with the possibility of extension, and/or permanency.

Contact Officer: Mel Taylor 0478 408 859 Mel.R.Taylor@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Forensic Mental Health Service

Forensic Mental Health Specialist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 47567 - 02950)

Gazetted: 28 March 2023

Closing Date: 17 April 2023

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

Forensic Mental Health Services provides services to:

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

Bimberi Youth Justice Centre

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

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

The successful applicant will have specialist experience in Forensic Psychiatry, and high-level skills relevant to inpatient and community services, including custodial mental health skills and the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

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 may be 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 Clinical Director, you will:

Provide direct patient services in a variety of settings related to mental health provision and comply with applicable regulatory and legislative requirements for the role.

Assist in the progression of training in the specialty including participation in the relevant teaching program and activities, timely completion of assessments and involvement in research.

Contribute to the clinical oversight of multi-disciplinary teams and in particular:

- Provide expert opinion and consultation on clinical work.
- Participate in the develop, implementation and ongoing review of the recovery plans for persons using the service.

Liaise and collaborate with medical practitioner, consumers, carers, voluntary and government and non-government agencies concerned with patients care.

Participation in administration and clinical governance activities and the after-hours roster as required.

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.

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.

Hold a Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or an equivalent higher specialist qualification.

Evidence of Satisfactory participation on the RANZCP Continuing Professional Development Program

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:

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

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

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

12. 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.

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

14. 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: Jenae Smith 0403084089 Jenae.Smith@act.gov.au

Women Youth & Children

Clinical Support & Projects

Clinical Support Nurse, Neonatology

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 19896 - 029R6)

Gazetted: 28 March 2023

Closing Date: 11 April 2023

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 Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 30 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year at Centenary Hospital for Women and Children (CHWC), and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

The Women, Youth and Children Clinical Support and Projects team leads education, research, clinical guidance and data monitoring for the division.

The Clinical Support Nurse (CSN), in collaboration with the Clinical Development Nurses and Clinical Nurse Managers, leads the planning, development, implementation and evaluation of learning programs with the Neonatology Department, with a view to ensuring that professional development programs meet the learning needs of clinical nursing staff.

About You

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory

- Relevant Post graduate qualifications in Neonatal Nursing qualifications and a minimum of three years' experience working professionally in Neonatology.
- 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.

Contact Officer: Catherine Whitehead 0422189893 Catherine.whitehead@act.gov.au

CHS Chief Executive Officer

CHS Nursing & Midwifery and Patient Support Services

Ward Services

Ward Clerk

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 29603, several - 029NG)

Gazetted: 29 March 2023

Closing Date: 12 April 2023

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

Nursing & Midwifery and Patient Support Services division comprises a range of support services across the clinical divisions which includes E-rostering unit, Infection Prevention and Control Unit, Nursing and Midwifery Resource Office, Spiritual Support Services, and Patient Support Services.

Patient Support Services provides support for the patients of Canberra Hospital through a range of services which includes Wardspersons, Hospital Assistants, Central Equipment & Courier Service, Ward Clerks and Patient Liaison and Admission Team.

The Ward Clerk position provide general administrative, clerical and support services to clinical areas, as well as assisting with patient flow which includes assisting with patient admissions, discharges and transfers using Digital Health Record (DHR) and other business applications.

About You

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Ability to work independently in a busy environment.

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

A commitment to the provision of high-quality customer service.

Position Requirements/Qualifications:

- The successful applicant will have to participate in a 24/7 rotating roster (day, evenings and night shift) and Monday to Friday day shifts.
- A sound knowledge and understanding of the Health Care System.
- The ability to provide a high-quality customer service and proficient keyboard skills.
- Current driver's licence.
- Eligible to hold registration under the ACT Working with Vulnerable People Act 2011.
- 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.

Contact Officer: Marko Tancheski 0466949521 marko.tancheski@act.gov.au

Mental Health, Justice Health, Alcohol & Drug Services

Adult Inpatient Mental Health Services &

Service and Transformation

Administrative Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17240, several-029RB)

Gazetted: 29 March 2023

Closing Date: 19 April 2023

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

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 Adult Inpatient Mental Health Services (AIMHS) consists of the Adult Mental Health Unit (AMHU) with a High Dependency Unit (HDU) and Low Dependency Unit (LDU), the Mental Health Short Stay Unit (MHSSU), Ward 12B, the Adult Mental Health Rehabilitation Unit (AMHRU), Gawanggal Mental Health Unit (GMHU), a Mental Health Consultation Liaison (MHCL) Service, and a Neurostimulation Therapy Suite (NTS). The AIMHS provides operational leadership to senior management staff across the various units and ensures the provision of a safe, efficient, cost-effective, high-quality service to people within AIMHS. This position is responsible for the provision of high-level administrative support to the AIMHS Operational Director. Administrative duties consist of preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research, and initiating action to ensure the timely response to requests.

About You

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

Behavioural Capabilities

- Strong organisational skills with a high degree of drive.
- Good communication and interpersonal skills.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- An understanding in dealing with persons for whom the MHJHADS Division provides services.

Position Requirements/Qualifications:

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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Georgia Ward (02) 5124 1099 Georgia.Ward@act.gov.au

Chief Operating Office

Chief Operating Officer

Executive Level 3.3 \$396,738 - \$412,649 depending on current superannuation arrangements, Canberra (PN: E619)

Gazetted: 24 March 2023

Closing Date: 31 March 2023

Details: Canberra Health Services is seeking a highly skilled professional to lead the operations of Canberra Health Services, ensuring it meets its obligations to deliver exceptional health care services to the ACT community. This process is seeking interest to cover leave for the Chief Operating Officer (COO) position for opportunities from one month to one year, with the possibility of extension up to two years.

Reporting to the Chief Executive Officer (CEO), the COO is a critical leadership role with responsibility for ensuring efficient delivery of health services across all CHS sites.

The COO has the opportunity to drive organisational transformation and continue to increase performance through exemplary leadership, collaboration, innovation and harness the already high levels of team and stakeholder engagement.

The COO is expected to drive access and performance through leading timely care strategies and high-level patient flow co-ordination.

Leading a motivated team, the COO is expected to achieve exceptional outcomes for patients, whilst delivering safe and cost-effective services, using innovative solutions in collaboration with a range of service providers, staff and consumers

The successful candidate will be a senior executive who is eager to lead a motivated team to achieve exceptional outcomes for patients, whilst delivering safe and cost-effective services, using innovative solutions in collaboration with a range of service providers.

Applications are encouraged from executives with previous experience in the health sector, strategic business management experience and the leadership, maturity, and professional credibility to enable success in growing Canberra Health Services delivery of service and profile. Drive, energy, flexibility, authenticity, and an engaging communication and influencing style are all important qualities being sought.

Remuneration: The position attracts a remuneration package ranging from **\$396,738 - \$412,649** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$353,577**.

Contract: The successful applicant will be placed on a short-term contract from **one month up to one year with the possibility of extension up to two years**.

How to Apply: Please submit your application, including your curriculum vitae, names of two referees and a two-page summary demonstrating your experience against the Executive Capabilities.

Contact Officer: Dave Pepper 02 5124 4700 Dave.pepper@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

Education and Training Services

Library and Learning Services

eLearn Support

eLearn Support & Course Build Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 44928)

Gazetted: 28 March 2023

Closing Date: 4 April 2023

Details: Canberra Institute of Technology (CIT) Library and Learning Services is looking for a course build and help desk support officer to provide support to students and staff in the access and use of CIT's online learning systems.

The successful applicant will be the first point of contact for eLearn help desk providing level one troubleshooting of CIT's online learning systems. The successful applicant is also required to coordinate and assist in the design and development of online courses in line with best practice standards using course template and assist in training CIT staff in using the various online learning platforms. The successful applicant must be able to communicate effectively with CIT's internal and external stakeholders at all levels.

Training will be provided to the successful applicant in troubleshooting and using the CIT's online learning systems. 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: Strong customer service background and aptitude/interest to learn IT systems.

Note: This is a temporary position available from 20 May 2023 until 20 October 2023 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Dean Sheather (02) 6207 3406 Dean.Sheather@cit.edu.au

Education and Training Services

Library and Learning Services

eLearn Training, Development & Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60144)

Gazetted: 28 March 2023

Closing Date: 4 April 2023

Details: Canberra Institute of Technology (CIT) is seeking an eLearn Training, Development and Support officer.

The successful applicant will coordinate and provide training to CIT staff in using CIT's online learning platforms.

They will also design and develop online courses in line with best practice standards using the online course template. This position is expected to provide level one helpdesk support, co-ordinate and execute User Acceptance Testing (UAT), investigate, and troubleshoot system issues. They will have highly developed customer service and communication skills as well as demonstrated understanding of digital literacy skills including experience in working with a range of software, such as Microsoft Office Suite, SCORM packages and digital assets. The successful applicant must be able to communicate effectively with CIT's internal and external stakeholders at all levels.

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

Eligibility/Other Requirements:

Knowledge of the CIT Online Learning Environments.

At least two years' experience in a tertiary education environment.

Note: This is a temporary position available from 14 April 2023 until 13 October 2023 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to submit a two-page pitch and provide a current resume/curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Pont (02) 6207 4482 Amy.Pont@cit.edu.au

Education and Training Services

N/A

CIT Teacher Capability

Vocational Education Leader

Teacher Level 2 \$114,979, Canberra (PN: 60915)

Gazetted: 27 March 2023

Closing Date: 10 April 2023

Details: Are you looking for a challenging and fast-paced role working with teachers across the Canberra Institute of Technology? CIT Teacher Capability are looking for an innovative and dynamic Vocational Education Teacher (VET) teacher to join the team.

CIT Teacher Capability are looking for the right person to fill a fulltime permanent Teacher Level 2 role. This client-focussed team value the ability to be flexible and collaborative. The right candidate will be creative, prefer evidence-based decision making and be future-focussed. The candidate must possess high level digital skills. The team train and assess the Training and Education (TAE) qualifications and support and upskill CIT teachers and staff through relevant professional learning opportunities. The successful applicant will provide leadership and support to Colleges, Departments, teachers and Divisions through:

The innovative delivery and assessment of three of the TAE training package qualifications

Relevant professional learning aligned to strategic priorities.

Learner focussed curriculum design.

Support in skills capability uplift using.

The Position Description contains further details of the role, skills and required attributes. Prospective applicants are also encouraged to discuss the position with the contact officer before applying. This is a great time to join our team, which engages with and supports the whole of the organisation. As a Teacher Level 2, you will work under the direction of the Manager (MEL1 EDs).

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

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.8

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).

Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

All employees at Teacher Level 1 or Level 2 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 spec.

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 current curriculum vitae, contact details for two referees and two pages responding to the Selection Criteria within the Position Description attached.

Applications close two weeks after advertising

For more information, please contact Angela Ryan by email angela.ryan@cit.edu.au or on 6207 3223.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Ryan (02) 6207 3223 Angela.Ryan@cit.edu.au

Education & Training Services

Teachers Various - Vocational Education and Training

Casual Teacher \$0,000, Canberra (PN: C00511, several)

Gazetted: 28 March 2023

Closing Date: 27 April 2023

Details: Are you an experienced professional in your industry?

Do you have an interest in shaping the minds and skills of the future?

Are you looking to learn new skills?

If you answered yes to the three questions, then it's time to talk to the Canberra Institute of Technology (CIT) to explore teaching and learning in the VET sector.

At CIT we are embracing a future that is rich with possibilities, a future where we are at the centre of a vibrant, constantly adapting ecosystem of students, business and the community. CIT is an integral part of the ACT community, and as the public provider of vocational education and training, is uniquely placed to contribute to the prosperity and sustainability of Canberra's future.

We are seeking industry professionals with a passion for teaching who are interested in passing on their knowledge to the next generation.

About You

You are inspiring experienced leader in your industry field.

You are creative, flexible and curious.

You have sound digital skills with a desire to improve the student experience.

You have a willingness to continue to learn and engage in further education and training.

You are energetic and enthusiastic with a willingness to grow through sharing of best practice and professional experience.

You possess great communications skills both written and verbal and excellent time management skills.

You are committed to the safeguarding and promotion of the student experience.

You hold relevant Industry qualifications.

The Opportunities

We are seeking experienced industry professionals in the below fields to fill casual, short term contract and sessional teacher positions:

ICT

Animal Care

VET Nursing

Plumbing Trade

Commercial Cookery

Electrical

Refrigeration Airconditioning

Electronics trade

Community Work

Aged Care

Disability Work

Nursing

High Risk Trainers

Carpentry and Cabinet Makers

Massage

Fitness

Allied Health

Work Health and Safety

Dental Assisting,

Sport and Population Health

Automotive

Metal Fabrication Trades

The Canberra Institute of Technology within the ACT Public Service is committed and 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

Please Note: applicants do not have to possess direct teaching experience, as we can guide you on how to become a great VET Teacher. We place more value on people with the relevant trade qualifications, industry experience and right attitude.

Notes: These positions will be filled on a casual basis. For further information on our employment conditions or the benefits of working at CIT please visit our [website](#).

How to Apply: For a position description and more details on the job role and obtaining the relevant qualifications required to teach in the VET sector please contact the below Head of Department related to the industry area.

Please either submit your curriculum vitae and qualifications to the appropriate email address below or

Alternatively if your area of expertise is not listed above but you are interested in applying for a casual teacher position, please [register your interest now!](#)

ICT Monique Roeton

Monique.roeton@cit.edu.au

Animal care/ Veterinary nursing Shellie Flatt

CITScience@cit.edu.au

Nursing, Aged care and Disability Lily Muthurajah

Lily.muthurajah@cit.edu.au

Commercial cookery Nicole Dixon

Nicole.Dixon@cit.edu.au

Electrical Trades (Electrical, Refrigeration and Electronics) Greg Kempton

Gregory.Kempton@cit.edu.au

Community work Mackenzie Clare

Mackenzie.Clare@cit.edu.au

High Risk Trainers Keith Brown

Keith.brown@cit.edu.au

Carpentry and Cabinet Maker teachers Keith Brown

Keith.brown@cit.edu.au

Wellbeing – Massage, Fitness, Allied Health, Work Health and Safety, Dental Assisting, Sport and Population Health
Susan Sinclair

Susan.sinclair@cit.edu.au

Automotive and Metal Fabrication Trades Dave Keeley

Dave.keeley@cit.edu.au

Plumbing Adrian Clarke

Adrian.Clarke@cit.edu.au

Contact Officer: Michelle Flatt (02) 6205 1911 Michelle.Flatt@cit.edu.au

Education and training services

CIT Trade skills

Electrical Trades

Electrical or Solar or Refrigeration or Electronics Trade Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 32269, several)

Gazetted: 23 March 2023

Closing Date: 27 April 2023

Details: Are you a qualified Electrical or Refrigeration or Electronics tradesperson seeking a change of pace? Are you looking for a better work life balance? Do you like to share the years of wisdom you have learnt from being on the tools to the next generation? Or maybe you are just a little curious....

CIT is seeking suitably qualified tradespeople to join us in shaping the 'tradies of the future!'. As a teacher with us you have the power to directly impact the future of Electrical/Refrigeration industry within the ACT and surrounds by passing on your extensive experience and industry knowledge to a classroom full of students waiting to learn from you.

We are seeking someone who is a strong, confident communicator, with excellent technical skills and a passion for learning. You will be flexible in your approach to passing on your knowledge and be able to work with a diverse range of people. Your work as a teacher will require digital skills as we use a range of programs to deliver our training and email to correspond with our students and colleagues.

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.

We have a variety of positions available from permanent full time or part-time to temporary contracts of 12 months possibility of extension and/or permanency available to get a taste for what teaching is all about.

Eligibility/other requirements:

To be successful in this position you must have the following:

possession of relevant formal vocational qualifications (relevant trade qualification or equivalent minimum, Australian equivalent); and

demonstrate a broad range of current industry skills and experience.

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, 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).

Mandatory Licencing

Appropriate Industry competencies demonstrated by the following qualifications:

- Certificate III in Electro Technology - Electrical or equivalent

Possess or able to obtain.

Unrestricted electrical licence

OR

Certificate III in Refrigeration & Air Conditioning - or equivalent

Possess or able to obtain.

ARCTick - Refrigerant handling licence

Full or restricted (Disconnect or Re-connect) electrical licence.

OR

Certificate III in Electro Technology - Electronic or equivalent

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 or Level 2 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.

CIT can assist in you gaining the full qualification, further information available in CIT's Enterprise Agreements.

Note: Applicants do not have to possess direct teaching experience, as we can train you on how to become a great VET Teacher. We place more value on people with the relevant trade qualifications, industry experience and right attitude.

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

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

How to apply: Please submit a two-page pitch outlining how your skills and experience meet the Selection Criteria and why you would make an excellent CIT Teacher. Please provide a current curriculum vitae and contact details of two referees.

If you are interested in applying for a casual teacher position, please register your interest now or contact Greg Kempton on 6207 9209.

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

Contact Officer: Gregory Kempton (02) 6207 9209 Gregory.Kempton@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

Payroll & HR Systems

HR Systems

KRONOS Business Administrator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61119)

Gazetted: 29 March 2023

Closing Date: 12 April 2023

Details: Using the Whole-of-Government Kronos Time and Attendance system, you will manage the customer interactions between Shared Services and ACT Government directorates as the Kronos Business Administrator of the Kronos Team.

In addition, while working with the team to test and implement the Kronos time, attendance, and scheduling, execute the scoping of the customer requirements. To ensure that all stakeholder demands are fulfilled during the Kronos implementation process and that deadlines and deliverables are reached, you will need strong project management and liaison abilities. Additionally, this entails giving user training and advising Kronos support service representatives. Within the HR Systems team, this role reports directly to the Lifecycle and Business Manager, Kronos, and SAP Learning Management.

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

How to Apply: Please provide a response to the Position Description of no more than two pages, along with your resume/curriculum vitae and referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Pieta Maguire (02) 6205 3598 Pieta.Maguire@act.gov.au

Corporate

Workforce and Information Services Branch

Culture, Engagement and Workforce Planning

Director, Culture and Employee Experience

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61035)

Gazetted: 29 March 2023

Closing Date: 17 April 2023

Details: Yuma/hello!

Are you interested in building a workplace culture that values and embraces diversity of thought, backgrounds, and experiences? Want to use data and analysis to drive employee engagement?

We have an exciting new opportunity for a passionate professional to join Corporate Group in the Chief Minister, Treasury and Economic Development Directorate.

As the Director, Culture and Employee Experience you will lead a team committed to the ongoing development of a diverse, inclusive and engaged workplace culture.

In partnership with the Senior Director, your team and key stakeholders you will be responsible for developing, implementing, and monitoring strategic initiatives that support Directorate and Whole of Government objectives to attract and retain diversely talented people and to embed inclusion and belonging into our work practices.

To succeed in the role, you will have extensive experience in roles focussed on workplace culture, diversity/inclusion and workplace engagement. You will have experience using workforce planning trends and data to inform strategy. 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?

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is 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.

Hear about CMTEDD from some of our staff.

Notes

The duties of this position are able to be arranged to suit flexible start and finish times for full time hours or reasonable part time hours, subject to negotiation prior to commencement. A merit list 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 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: Bridgid Edwards (02) 6207 6198 Bridgid.Edwards@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Coordination and Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33711)

Gazetted: 28 March 2023

Closing Date: 11 April 2023

Details: The Cabinet, Assembly and Government Business branch has an exciting opportunity at the ASO5 level. This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical operational or project timeframes.

The successful applicant will have sound administrative, governance and organisational skills and the ability to coordinate and work well within a team under pressure within tight deadlines.

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

Note: This is a temporary position available immediately until 16 June 2023 with the possibility of permanency. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply:

Applicants should submit:

A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description.

A current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Heath (02) 6205 8350 Kylie.Heath@act.gov.au

Property and Sharded Services

ACT Property Group

Integrated Facilities Management

Security – Electronic Access Control (Trades)

Building Trade \$76,147 - \$80,536, Canberra (PN: 26384)

Gazetted: 28 March 2023

Closing Date: 14 April 2023

Details: Are you a qualified and experienced Security technician interested in helping to maintain government and community buildings? ACT Property Group are looking to fill this role in its professional trades area providing maintenance services for ACT Government owned or managed buildings including corrections facilities. You will use your trade expertise to manage building access arrangements including proximity cards, diagnose and fix problems in buildings, recommend improvements and ensure that buildings meet the needs of the ACT Government and building users. This role is based in an office and in the field working with supervisors to program and deliver work and reporting on progress and completion of jobs. We want people in the team that are good at their trade, deliver high quality work and provide good customer service.

ACT Property Group offers generous conditions of employment. The Property Operations team works on a 9-day fortnight under an accrued day off arrangement. You will also be supplied with a Tool Kit, uniform and all your Personal Protection Equipment. You will have access to a vehicle to use within business hours and after 3 months of employment you may be considered for Home Garaging based on business reasons (Business use only). Further information on the requirements and policy relating to the use of government vehicles can be discussed with the contact officer. In addition to your base wage this position also receives allowances as set out in the ACT Public

Sector Infrastructure services Enterprise Agreement 2021-2022. ACT Property Group supports continuous education and training for all staff.

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

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:

Professional/Trade qualifications in the named trade speciality (Qualifications in technical security) and building maintenance experience in a relevant function.

Hold or have the capacity to obtain licenses under *Construction Occupations (Licensing) Act 2004*.

Hold Cabling Licence

Hold current or ability to obtain a ACT Security Licence

Hold or have the capacity to obtain White Card, Asbestos Awareness and Working with Asbestos Cards, and any relevant Certificates such as TMV, working at heights, confined space, forklift.

Hold or have the capacity to obtain Working with Vulnerable People card.

a current driver's licence (car)

Qualification/s in Security, Property/Facilities Management, Project Management, Work Health and Safety are desirable

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities .

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past .

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role .

A current Resume/Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Dezman 0409 440 697 actpgcorporate@act.gov.au

Procurement ACT

Procurement Policy and Capability Branch

Procurement Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11066)

Gazetted: 27 March 2023

Closing Date: 21 April 2023

Details: Procurement ACT is looking for a Senior Policy Officer to join our team in leading innovative and meaningful whole of government procurement policy.

We operate in a fast paced and dynamic environment to deliver on key Government priorities through procurement policy with an array of policy topics ranging from diversity, circular economy, modern slavery and business development. You will work within a small and dedicated team to develop, implement and evaluate

procurement related legislation and policy. Our team believes in solving problems through collaboration and innovation, while also injecting fun into what we do.

Our ideal candidate is someone who has great organisational skills with the ability to work with competing priorities and tight deadlines and well-developed communication skills with experience preparing formal written documentation. While an understanding of government procurement, and in particular, the ACT Government procurement framework is desirable, it is not mandatory, and knowledge of these topics can be learnt on the job with support from your knowledgeable colleagues.

In return, we will offer you a supportive and professional team environment that allows you to apply and build on your skills on work that makes a big impact on the Canberra community. As a First Nations person working in Chief Minister, Treasury and Economic Development Directorate (CMTEDD), we'll support you to build your networks and strengthen your connections to culture through the directorate's First Nations Staff Network and cross-directorate Yarning Brew network, both led by our Cultural Advisor. Hear from some of our staff to find out more about what it's like to work here. You will also have access to a professional development fund to help you grow professionally and reach your career goals sooner, and an invitation to help guide the next steps in CMTEDD's reconciliation journey.

If joining a super policy team has been on your to-do list, what are you waiting for?! Speak to the Contact Officer to find out more, or for tips and advice on how to apply visit the How we Hire page on Jobs ACT. If you're ready to go then submit your application and get started on the next exciting chapter in your career!

If relocating to Canberra to take on this exciting role chat to the contact officer about Relocation Reimbursement. 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: Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page (maximum) pitch addressing the selection criteria, please also submit current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

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

Shared Services

Record Services

Physical Records Support

Record Services Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 09338, several)

Gazetted: 27 March 2023

Closing Date: 10 April 2023

Details: Physical Records Support is currently seeking Record Service Officers to join the team.

The successful applicants will be able to sort, examine and file written material using established criteria and have a good attention to detail. Provide high level customer service and respond to client's queries via the OneGov Service Centre website and process record keeping requests, as required. This position will also undertake a range of activities that support the effective storage and retrievals of stored records at the Mitchell warehouse.

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

Eligibility/Other Requirements: This position requires the ability to work in a manual handling environment and onsite. A valid driver's licence to operate a C-Class Vehicle (Car).

Note: These are temporary positions available immediately for 3 months with a 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 must ensure they provide a personal pitch (one page maximum) describing "the importance of following a process, ensuring a high attention to detail and working effectively as a team member and provide examples of when you have demonstrated these skills"; your current curriculum vitae, copy of a valid C-Class (car) driver's license and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: KimberleyX Paton (02) 6205 4928 KimberleyX.Paton@act.gov.au

Office of Industrial Relations and Workforce Strategy

Finance Services

Reporting

Accountant - Finance Services

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07356, Several)

Gazetted: 27 March 2023

Closing Date: 10 April 2023

Details: Applications are sought from suitably experienced and qualified people to work as Accountants in a Finance Services Reporting Team in Shared Services. The successful candidates will work with a team tasked with the provision of financial accounting and taxation services to ACT Government Directorates and Agencies. Duties include financial ledger and fixed assets register management, assisting with the preparation of financial statements, and taxation duties, including preparation of monthly BAS and annual FBT returns.

Demonstrated technical and software skills in financial accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and collaboration skills. An ability to work effectively as part of a team is important.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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: Demonstrated technical and software skills in Financial Accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and representational skills. The successful candidate will supervise up to four team members and report to a Senior Officer Grade C. A degree with a major in Accounting or equivalent is highly desirable, as is membership, or progress towards membership, of a professional Australian Accounting Body.

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

How to Apply: Please submit a written application of no more than two pages, addressing the capabilities and demonstrating your capacity to perform the duties and responsibilities of the role.

Also, please supply your current curriculum vitae and the names and 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: Mark Lapthorne (02) 6207 0564 Mark.Lapthorne@act.gov.au

Office of Industrial Relations and Workforce Strategy

Centre for Leadership and Innovation

Diverse and Inclusive Talent

Assistant Director, Diverse and Inclusive Talent

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52111, several)

Gazetted: 24 March 2023

Closing Date: 16 April 2023

Details: Assistant Director, Diverse and Inclusive Talent

Progressive Public Service, values-based organisation

Fantastic employment conditions and superannuation

Flexible and hybrid work environment and great team culture

Help us make the ACTPS a great place to work!

Are you a skilled human resources practitioner who is passionate about creating more diverse and inclusive workplaces?

Join us in the ACT Public Service Centre for Leadership and Innovation where our mission is to make the ACTPS a great place to work.

We have exciting opportunities available in our Diverse and Inclusive Talent Team based in the ACTPS Centre for Leadership and Innovation (Chief Minister, Treasury and Economic Development Directorate).

Your Role

The Assistant Director, Diverse and Inclusive Talent plays a key role in delivering the ACTPS's progressive and inclusive workforce agenda.

You will research, design and deliver workforce diversity and inclusion strategies and programs which support the ACTPS to be as inclusive, progressive, and diverse as the community we serve.

You will contribute to a range of activities which aim to create genuine inclusion and an associate sense of belonging (or connection) for all of our people.

To thrive in the role you will need:

Excellent writing skills, including the ability to produce informative and/or awareness-raising material, prepare correspondence to senior audiences, and draft high-quality, accurate reports.

Demonstrated ability to plan, project manage, promote, implement and evaluate workforce programs.

Sound relationship and communication skills, including the ability to establish and maintain effective relationships with a range of staff and stakeholders.

Demonstrated initiative and professional credibility, including the ability to deliver work through complexity with limited direction, in a fast-paced environment.

Demonstrated ability to effectively supervise more junior staff in a small, busy team including the ability to determine priorities amongst competing commitments, and support continuous learning, development, and performance.

Importantly, your behaviour and working style will align with the ACTPS Code of Conduct and our values of respect, integrity, collaboration and innovation.

As a valued employee, your experience matters! Look forward to:

Being part of a progressive organisation that is guided by our values of respect, integrity, collaboration and innovation;

Generous terms and conditions of employment, remuneration package and leave provisions;

Hybrid working between your home and our state of the art architecturally designed office in the heart of Canberra City; and

Joining a thriving and supportive team, where you will have the opportunity to work with other passionate people.

About us

The ACTPS Centre for Leadership and Innovation focuses on understanding and responding to the challenges which face the ACTPS workforce now, and those we will face in the future. We ask questions about what the future of work looks like and deliver strategies and programs to support the workforce and Community of the future. Read all about our work in the attached Position Description!

We recognise and value the heritage of Aboriginal and Torres Strait Islander Peoples and *warmly invite applications* from people who can bring that insight and lived experience to our Service.

We *welcome applications* from; people with disability and with experience of disability, those who identify as LGBTIQ+; carers; people who have non-English-speaking life experience; people of all cultural backgrounds; recent migrants to Australia; older and younger people.

Notes: There is the potential for multiple positions be available, permanent and temporary full-time with the possibility of extension and/or permanency.

Keen to join us?

To view the position description and to submit your application, please click [Apply Now!](#)

As well as completing our online application form, your application should include:

A two page 'pitch' responding to the selection criteria, that includes specific examples as evidence of your relevant skills, knowledge and behavioural capabilities.

Your CV or Resume and details of two professional referees.

All applicants must have valid working rights in Australia and the successful candidate will be required to complete pre-employment checks which include a National Police Check.

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

Contact Officer: Lowri Grice (02) 6205 7258 Lowri.Grice@act.gov.au

Procurement ACT

Policy and Capability

Procurement Policy and Systems

Director - Procurement Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50242)

Gazetted: 24 March 2023

Closing Date: 21 April 2023

Details: Procurement ACT is looking for an experienced policy professional to join our team in leading innovative and meaningful whole of government procurement legislation and policy.

We operate in a fast paced and dynamic environment to deliver on key Government priorities through procurement policy with an array of policy topics ranging from diversity, circular economy, modern slavery and business development. You will work with a small and dedicated team to develop, implement and evaluate procurement related legislation and policy. Our team believes in solving problems through collaboration and innovation, while also injecting fun into what we do.

Our ideal candidate is someone who has exceptional policy and project managements skills and an ability to work with competing priorities and tight deadlines. The role requires well-developed communication skills with experience preparing formal written documentation. An understanding of procurement is highly desirable, though not mandatory.

In return, we will offer you a supportive and professional team environment and flexible working options that allows you to apply and build on your skills on work that makes a direct impact on the Canberra Region community.

If joining a policy team delivering on social, ethical and environmental policy has been on your to-do list, what are you waiting for?! Speak to the Contact Officer to find out more, or for tips and advice on how to apply visit the *How we Hire* page on Jobs ACT. If you're ready to go, then submit your application and get started on the next exciting chapter in your career!

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

Note: Selection may be based on application and referee reports only. This position allows for hybrid work arrangement with office days (at 220 London Circuit, Canberra City) as well as home-based work. Office arrangements are designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a maximum two-page pitch which demonstrates the capability requirements listed in the Position Description, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Service Delivery and Engagement

Service Centres

Assistant Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 38398, several)

Gazetted: 24 March 2023

Closing Date: 31 March 2023

Details: Are you looking for an opportunity to begin your leadership journey in a large customer facing team? Do you love leading the delivery of excellent customer service and setting a positive tone for customer interactions? If this sounds like you then we want to hear from you.

In this role you will have the opportunity to work collaboratively as part of the Service Centre teams to support the Manager in the day to day running of the Service Centre, in managing customers and assisting with Service Centre escalations.

In Service Delivery and Engagement our goal is to provide an excellent customer experience while balancing regulatory requirements to make it as easy to engage with Access Canberra as possible. We're continuously searching for ways to improve the experience for both our customers and employees, encouraging self-service and reducing touchpoints and data entry through various technologies, including digitisation. We are the entry point for ACT Citizens to engage and transact with the ACT Government.

Who are you?

You're a natural people person with experience in supervising/leadership coupled with a flair for providing an excellent customer experience each time. Operationally, you understand what is required to assist in running a busy public-facing centre and your enthusiasm for customer education sees you confidently assist customers in accessing and utilising other service delivery channels. Your organisational skills and ability to balance multiple tasks combined with an ability to remain calm under pressure see you successfully tackle the fast pace of Service Centres. A keen eye for detail paired with an exceptional work ethic allows to you achieve results. Ultimately, you are customer focussed with a knack for leading your team to develop and deliver great customer experiences and creating a positive and safe working environment.

Note: There are several temporary positions available 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 send your curriculum vitae, listing two referees including your current supervisor with a maximum two-page pitch outlining why your Skills, Knowledge and Behaviour make you the best person for this role. The duties and responsibilities for the role are outlined in the attached Position Description.

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: Paige Ryan 0435648526 Paige.Ryan@act.gov.au

Communications and Engagement

Strategy and Creative

Strategic Engagement

Assistant Director, Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59098)

Gazetted: 23 March 2023

Closing Date: 6 April 2023

Details: Are you a people person? Passionate about community engagement? Keen to work on a range of interesting projects which create meaningful opportunities for the Canberra community? Join our team!

The ACT Government is committed to strengthening our community engagement approach to build a more trusted partnership between government and the Canberra community. As the Assistant Director, Engagement you will play a key role in delivering this commitment and supporting practical change across the ACT Public Service.

Our role is to keep the Canberra community well informed on government programs, policies and services, and provide meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

Our team is looking for an experienced, organised professional to work closely with communications and engagement teams across the ACTPS to enhance our community engagement capability and capacity. You will help deliver the following:

whole-of-government engagement governance and frameworks to help drive consistency and quality to our engagement processes.

engagement project implementation - online, face-to-face - always looking for new ways to engage.

reporting and analysis coordination and improvements to support our team's program.

You will need to have excellent relationship management skills, have a focus on finding solutions and be able to work collaboratively.

This is a permanent, full-time position.

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 education qualifications in Communications, Engagement or a related field is highly desirable.

Accreditation or qualifications under the International Association of Public Participation (IAP2) is highly desirable.

Understanding of, and demonstrated commitment to, the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives.

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

Please note, this position will be located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The role may also include face-to-face engagement with the community at various locations across Canberra.

How to apply: Create a maximum two-page pitch that tells the selection panel about your ability to perform the duties (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 Require" section of the position description and include examples of how you have done this in the past.

Please also submit a copy of your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jody Gleeson (02) 6205 1876 Jody.Gleeson@act.gov.au

Office of Industrial Relations and Workforce Strategy
Assistant Director, Communication and Engagement
Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60911)

Gazetted: 23 March 2023

Closing Date: 6 April 2023

Details: 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 attention towards shaping the culture and workforce practices of the ACTPS.

The Office of Industrial Relations and Workforce Strategy (the Office) commenced on 1 October 2022 and provides a formal structure to lead the ACTPS industrial and employment agenda into the future. We know that the need for strong and connected development and delivery of industrial relations and employment policies have never been more important for the ACTPS and this requires dedicated effort to connect our managers and workforce with the range of incredible products our people craft.

This means we have an exciting (and new) opportunity for an Assistant Director of Communications and Engagement to join us.

As an Assistant Director, Communication and Engagement within the Office, you can expect to work with a team of dedicated people who love what they do. We have an ambitious program of commitments and priorities but ultimately, we are working to make sure everything we do adds value to the employees of the ACTPS, and through them, the ACT Government and Canberra Community.

This job is about ensuring the Office delivers the right message to the right audience at the right time. You'll develop communications and engagement strategies and campaigns throughout the policy, project development and change management cycle. You'll also advise on, create and publish content for the Office for Industrial Relations and Workforce Strategy's publications, websites, intranets and other digital channels (including video content) in accordance with ACT Government Publishing and Website standards.

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 (which is also in Canberra City). We also have access to offices in Gungahlin, Tuggeranong (from mid-April) and Belconnen (from mid-May).

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

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

How to Apply: Please submit a two-page 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: Denise Ernst (02) 6207 5995 Denise.Ernst@act.gov.au

Office of Industrial Relations and Workforce Strategy
Senior Director, Communication and Engagement
Senior Officer Grade A \$157,201, Canberra (PN: 60910)

Gazetted: 23 March 2023

Closing Date: 6 April 2023

Details: 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 attention towards shaping the culture and workforce practices of the ACTPS.

The Office of Industrial Relations and Workforce Strategy (the Office) commenced on 1 October 2022 and provides a formal structure to lead the ACTPS industrial and employment agenda into the future. We know that the need for strong and connected development and delivery of industrial relations and employment policies have never

been more important for the ACTPS and this requires dedicated effort to connect our managers and workforce with the range of incredible products our people craft.

This means we have an exciting (and new) opportunity for a Senior Director of Communications and Engagement to join us.

As a Senior Director, Communication and Engagement within the Office, you can expect to work with a team of dedicated people who love what they do. We have an ambitious program of commitments and priorities but ultimately, we are working to make sure everything we do adds value to the employees of the ACTPS, and through them, the ACT Government and Canberra Community.

This job is about ensuring the Office delivers the right message to the right audience at the right time. You'll support and deliver a range of communication outputs from across our Groups and Branches. You'll also help us establish and manage a modern, coordinated knowledge platform for OIRWS's websites, intranet and SharePoint sites which anticipates users needs and also establish and maintain our information management protocols.

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 (which is also in Canberra City). We also have access to offices in Gungahlin, Tuggeranong (from mid-April) and Belconnen (from mid-May).

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

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

How to Apply: Please submit a two-page 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: Denise Ernst (02) 6207 5995 Denise.Ernst@act.gov.au

Office of International Engagement

Office of International Engagement

Office of International Engagement

Senior Director, Office of International Engagement

Senior Officer Grade A \$157,201, Canberra (PN: 60732)

Gazetted: 23 March 2023

Closing Date: 30 March 2023

Details: The Office of International Engagement is seeking a senior officer to assist the Commissioner for International Engagement in building Canberra's international reputation, growing exports and inwards investment, tourism, international students as well as assisting in the day to day operations of the Office of International Engagement.

The successful officer will have to be able to work in a small team or individually, be able to think strategically as well as tactically, be good at building and maintaining relationships and have a bias for action.

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 applicant will be required to undergo a police check and hold a Negative Vetting Level 1 or be able to apply and qualify for the NV1.

Note: This is a temporary position available immediately for three months with the possibility of extension up to 12 months and/or permanency, subject to budget funding in the 2023/2024 ACT Budget. Selection may be based on application and referees report only. The applicant will be selected on an order of merit process.

How to Apply: Please submit an application addressing each of the five Professional/Technical Skills and Knowledge and Behavioural Capabilities criteria as outlined in the attached position description detailing how you will use your skills to successfully perform the duties outlined in the What You Will Do section of the position

statement. Please use a maximum of 300 words per criteria. Please also submit your resume/Curriculum Vitae and contact information for at least two referees who can support your claims.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brendan Smyth 0412 080 175 Brendan.Smyth@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

People, Capability & Culture

Safety & Wellbeing

Assistant Director, Safety & Wellbeing

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57492)

Gazetted: 29 March 2023

Closing Date: 12 April 2023

Details: The People, Capability and Culture branch is looking for an Assistant Director of Safety & Wellbeing. Reporting to the Director of Safety and Wellbeing, the Assistant Director provides high quality and strategic advice on Safety and Wellbeing frameworks, psychosocial hazards, psychological safety, legislation, policies and best practice. This involves evaluating results and achievements against performance targets and developing methods for improvement of processes and systems. The Assistant Director provides high level advice and coaching to managers on a range of health and wellbeing practices and workplace challenges.

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: Qualifications or experience in safety and wellbeing, case management and/or injury management are highly desirable.

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

How to Apply: Please submit a three-page response, addressing the capabilities set out in the position description and provide a current Curriculum Vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Myfanwy Greenwood (02) 6205 8496 Myfanwy.Greenwood@act.gov.au

Corporate

People, Capability & Culture

Safety & Wellbeing

Director, Safety and Wellbeing

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 33213)

Gazetted: 29 March 2023

Closing Date: 12 April 2023

Details: People, Capability & Culture is looking for a Director of Safety & Wellbeing.

The Director, Safety and Wellbeing is a vital member of CSD's Safety and Wellbeing team, focused on maturing CSD's safety culture. Under the direction of the Senior Director, the Director will contribute to enhancing the directorate's safety and wellbeing capability through the provision of specialist advice and guidance to support wellbeing initiatives and activities.

The Director will identify, develop, and implement targeted capacity building initiatives to improve health and safety management and practices to support the achievement of CSD's vision of a safe and healthy working environment for all workers, clients and visitors.

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:

Background/Security clearance checks will be conducted. This position does require a pre-employment medical.

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

How to Apply: Please submit a three page response addressing the capabilities in the selection criteria and provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Myfanwy Greenwood (02) 6205 8496 Myfanwy.Greenwood@act.gov.au

Children, Youth and Families

CYPS Practice and Performance

Restoration

Senior Practitioner, Restoration Taskforce

Child and Youth Protection Professional Level 3/Child and Youth Protection Professional Level 4 \$107,887 - \$132,376, Canberra (PN: 60889)

Gazetted: 29 March 2023

Closing Date: 17 April 2023

Details: The Restoration Taskforce is focused on ensuring Aboriginal and Torres Strait Islander children in long term OOHC remain connected to family, kin, and community and where possible are restored home or to kin. The work is underpinned by best practice, driving culturally responsive case work and aims to work in partnership with families, the community and NGO providers to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander families.

The Senior Practitioner role is focused on reviewing and assessing the individual circumstances of Aboriginal and Torres Strait Islander children and young people in OOHC, assessing risk, assessing suitability for restoration, developing restoration pathways, providing expert practice advice, and contributing to contemporary restoration policy development. It is also focused on strengthening connections for the child to family and community. This work upholds the principles of the Aboriginal and Torres Strait Islander Child Placement Principles and statutory obligations, and responds to recommendations from the Our Booris, Our Way Review focusing on systemic improvements to ensure that Aboriginal and Torres Strait Islander children grow up safe, strong and connected in their families and communities.

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

Eligibility/Other Requirements

This is 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.

Pending successful applicants experience the role will be either filled at CYPP3 or CYPP4 level - CYPP3 role 3 years CYPP4 role 5 years practice experience working with children, youth, and/or families in a social work/case management role. and/or experience working with Aboriginal and Torres Strait Islander families and communities. Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Notes: This is a temporary position 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.

How to Apply: Please submit your written response of no more than three pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees.

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: Kate Collins (02) 6205 2625 Kate.Collins@act.gov.au

Housing

Housing and Homelessness Programs

Assurance Review and Complaints

Review and Response Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 30591)

Gazetted: 27 March 2023

Closing Date: 10 April 2023

Details: This is an exciting opportunity to improve client experience across a range of service delivery areas in Housing ACT. The role will suit someone who is passionate about responding to clients and resolving issues.

The Assurance Review and Complaints (ARC) team is responsible for a range of Complaint Handling, Assurance and Review functions, making up a dynamic, agile and forward-thinking team. The team has primary responsibility for all complaint types, including compensations, Human Rights, and Ombudsman matters. The team is also responsible for supporting Housing ACT's first line of defence and undertakes a range of assurance and review activities with a key focus on the Total Facilities Management Contract.

As the Review and Response officer you will provide a key role to support the wider team to deliver its objectives, work collaboratively across the team and under guidance, liaise with various stakeholders, including clients, to gather evidence and information necessary for decision-making to finalise a complaint.

The complaints intake service operates during normal business hours of 08:30am and 5:00pm and promotes a collaborative approach to achieving shared team goals.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Desirable skills and knowledge for this position are:

CERT IV Social Housing or equivalent, e.g., Social welfare, Community work, Social Science or a related discipline.

Proficiency with Microsoft Office programs.

Note: This is a temporary position available immediately until 31 December 2023. 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 are to provide examples demonstrating your suitability against the Position

Requirements for this role outlined in the Position Description. Please 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: Sarah Cavanagh (02) 6205 2202 Sarah.Cavanagh@act.gov.au

Communities

Disability, Seniors Veterans and Social Recovery

Office for Disability

Assistant Director, Office for Disability

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 56048)

Gazetted: 24 March 2023

Closing Date: 19 April 2023

Details: Office for Disability is seeking a skilled and engaged professional to progress the Disability Justice Strategy across ACT Government and community partners. This opportunity exists for 12 months initially with a possibility of becoming permanent. The successful applicant will work closely with colleagues from Justice and Community Safety Directorate and bring knowledge of the experience of people with disability accessing justice systems.

People with disability are especially invited to apply as are people from Aboriginal and Torres Strait Islander Community

Eligibility/Other Requirements:

Tertiary qualifications in a human service or social policy related field are highly valued as is experience in driving reform across a range of external and internal stakeholders is highly desirable.

Notes: This is a temporary position available 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 other related vacancies. Selection may be based on application and referee reports only. ACT public service is comfortable in providing reasonable adjustments in both the recruitment process and in working arrangements.

How to Apply: Please provide a written response to the selection criteria and curriculum vitae with contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Charles (02) 6207 5323 Amanda.Charles@act.gov.au

Office of the Director General

Regulation, Assurance and Quality (RAQ)

Office of the Senior Practitioner

Practice Advisor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54196)

Gazetted: 23 March 2023

Closing Date: 13 April 2023

Details: The Office of the Senior Practitioner (OSP) supports the powers and functions of the Senior Practitioner in providing leadership and independent oversight to improve the lives of all people who are vulnerable and potentially subject to restrictive practices. For more information, see

<https://www.communityservices.act.gov.au/quality-complaints-and-regulation/office-of-the-senior-practitioner>

As the Practice Advisor, you will work within a small team who support the Senior Practitioner to regulate the use of restrictive practice by persons or entities who provide services in education, education and care, care and protection of children and/or disability services.

You will likely be the first point of contact for many service-users, parents, guardians, and providers with questions about restrictive practices. You will be responsible for managing and triaging the ACT Senior Practitioner inbox and provide secretariat functions for a range of meetings, working groups and committees hosted and attended by the team. You will also be required to engage and consult with stakeholders and develop collegiate relationships and represent the directorate on key government and non-government committees and bodies concerned with achieving government and directorate objectives.

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

Eligibility/Other Requirements:

Experience and understanding in applying the BSPQEI tool to assess the quality of positive behaviour support plans, is desired but not essential.

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

Note: This is a temporary position available from 30 April 2023 until 30 April 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a maximum two-page response to the Selection Criteria (noted in the position description). Please provide a current curriculum vitae including names and contacts of two referees.

Applications should be submitted via the Apply Now button below.

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

Education

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

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

People, performance and improvement

Tuggeranong Network

Erindale College

School Leader C - Compass Program

School Leader C \$132,293, Canberra (PN: 32037)

Gazetted: 29 March 2023

Closing Date: 5 April 2023

Details: Erindale is seeking a dynamic and motivated school leader. The successful applicant will be an instructional leader who builds strong, respectful, and productive relationships with all members of the school community and provides:

Strategic leadership, coaching and mentoring support to implement school programs and initiatives.

Work as an effective member of the school's leadership team, supporting the Senior Executive to implement the School Improvement Plan and achieve whole school priorities and goals.

Provide leadership for school-wide Inclusion and the Compass Team.

Review, update, develop and maintain local procedures to support teachers in contributing to a positive school climate focused on learning and inclusion.

Establish, review, and maintain targeted programs to support the full educational participation of students with a disability.

Coordinate and support the individualisation of student learning programs to ensure continued quality educational access for students with complex needs.

Eligibility/Other Requirements:

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

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

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note:

Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response.

Conducting some research about the Directorate, the ACT Government and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant.

The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively.

Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.

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.

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Resume/curriculum vitae:

Your resume or curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

Referees:

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

The selection process:

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants.

These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

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: Gary Lawson (02) 6142 2973 Gary.Lawson@ed.act.edu.au

School Improvement

Margaret Hendry School

Wellbeing Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 52372)

Gazetted: 29 March 2023

Closing Date: 5 April 2023

Details: Margaret Hendry School is a fast-growing P-6 school in Gungahlin offering a wrap-around support model for the local community. We are a culturally and socially diverse community and seek an addition to the team that is committed to inclusion, positive social impact and equitable service delivery. Our new Youth Support team member will be friendly, experienced, energetic and proactive. They will possess a demonstrated knowledge of children's development and service delivery models that positively impact growth and development of children and their families. The applicant will be confident to work directly with children, staff and families and make referrals in consultation with the wider student wellbeing and engagement team.

The applicant will be responsible for a variety of tasks that includes a flexible education delivery model, outreach to families and coordination of community experiences. They will contribute to the efficiency of a customer focused team and demonstrate competence in managing and prioritising administrative tasks to determine the effectiveness and impact of initiatives. The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community. Are you the person that will have a positive impact on our children and community? Then we want to meet you!

This is a full time position. The standard working hours for the role are 8:30am-3:30pm, Monday – Friday.

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* may be required. 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:

Certificate IV or Tertiary qualification in Youth Work or a related field. Experience working in related fields.

Desirable:

First Aid Certificate or a willingness to undertake appropriate training.

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: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the advertisement, 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: Kate Woods (02) 6142 2800 Kate.Woods@ed.act.edu.au

Office for Schools

Tuggeranong Network

Taylor Primary School

SLB - Taylor Primary School

School Leader B \$154,033, Canberra (PN: 14293)

Gazetted: 29 March 2023

Closing Date: 5 April 2023

Details: Taylor Primary School is seeking a collaborative, compassionate and dynamic leader to join the leadership team and work closely alongside the principal. This role is centred around the school's inclusive practices. The successful applicant will have substantial experience implementing and embedding Professional Learning Communities and whole school evidence-based practices across Preschool to Year Six.

Substantial experience in implementing and embedding data informed PLCs and whole school practices (such as Readers' and Writers' workshop), using evidence to improve teaching practice and learning outcomes for all students.

Coach and mentor all staff (SLCs, teachers and support staff), building capacity across the school

Collaborative coordination of whole school student support models and community well-being initiatives with demonstrated ability to craft bespoke responses to need.

High level written and oral communication skills, and demonstrated ability to build strong, positive relationships and connections with staff, students, families, and allied health community members

Lead and support teaching teams to optimise student academic and wellbeing growth, including leading teams to strengthen the school improvement journey.

Partner with the principal in the implementation of school plans, staffing and communication strategies and co-lead school review process in 2023. Cultivate effective partnerships with key stakeholders, to provide quality learning, a safe and supportive school environment, targeted pathways for a diverse student body.

Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal and inclusive social and educational outcomes for students and, deputise as required.

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)

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.

Applicants may be assessed on application and referee alone.

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: Linda Francis (02) 6142 3000 Linda.Francis@ed.act.edu.au

Service Design & Delivery

LWPSD

Aboriginal & Torres Strait Islander Education

Aboriginal and Torres Strait Islander Education Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 50634, several)

Gazetted: 29 March 2023

Closing Date: 19 April 2023

Details: The Aboriginal and Torres Strait Islander Education Team are looking for individuals to fulfil the important role of Aboriginal and Torres Strait Islander Education Officers (IEOs) in ACT public schools. These roles are responsible for supporting schools to build their cultural integrity, embed Aboriginal and Torres Strait Islander perspectives in teaching and learning programs and to create a school culture of respect in which Aboriginal and Torres Strait Islander students and families feel respected and connected to their cultures.

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/working-with-vulnerable-people)

Desirable

Relevant qualifications in education, community services, youth work or related fields.

Possession of a current driver's licence and access to a private vehicle.

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

There are several permanent and temporary positions available. Temporary positions are available for up to 12 months.

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

Selection method: Selection may be based on application and referee reports only.

How to apply: Please submit a response to the selection criteria (max 3 pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: BenN Johnston (02) 6205 1310 BenN.Johnston@act.gov.au

School Improvement

Tuggeranong

Calwell High School

SLC Inclusion

School Leader C \$132,293, Canberra (PN: 01985)

Gazetted: 28 March 2023

Closing Date: 11 April 2023

Details: Calwell High School is located in beautiful Tuggeranong and has a population of just over 400 students.

Staff are part of a team dedicated to school improvement and innovation in individual student learning and pathways. Calwell High is well resourced with a tight knit staff and community, committed to supporting our students and each other.

We are seeking a school leader with a strong strategic focus on leading school wide initiatives for inclusive student learning and multi-tiered systems of support. The school leader will join an experienced and innovative leadership team to continue the strategic priorities to improve student outcomes.

The SLC Inclusion will be responsible for leading school wide multi-tiered systems of support and disability education including a focus on

faculty leadership

small group programs

building capacity of staff in differentiated teaching practices

universal design for learning & multi-tiered systems of support

collaboration with family and community in inclusive practices

The successful applicants' key responsibilities will be to:

Lead a team of staff to meet student learning and wellbeing needs that will support successful engagement in learning.

Be a highly visible leader with responsibility to lead staff to drive improvement in evidence-based practice that builds high expectations for all students.

Engage parents, stakeholders, and the broader school community by developing, valuing and enriching positive relationships and connections.

Teaching qualifications, WWCC and TQI (mandatory) and extensive experience and success teaching students needing support in a High School environment (desirable)

Eligibility/Other Requirements:

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

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

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Collins (02) 6142 1000 Steven.Collins@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 & Delivery

Student Engagement

Flexible Education

Indigenous Student Engagement Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 46681)

Gazetted: 28 March 2023

Closing Date: 11 April 2023

Details: Flexible Education are looking for an Indigenous Student Engagement Officer to join the team. The successful applicant must have the ability to communicate effectively and sensitively, including the capability to consult with Aboriginal and Torres Strait Islander students, families and community members, school staff and other stakeholders.

A comprehensive knowledge and understanding of the ACT Education Directorate's commitment to Cultural Integrity in ACT Public Schools is a must, as well as insight into the issues important to Aboriginal and Torres Strait Islander people, and the importance of schools meeting the needs and aspirations of all Aboriginal and Torres Strait Islander students.

Eligibility/other requirements:

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)

Currents drivers' licence

Access to personal vehicle

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.

Highly Desirable

Certificate IV in Youth Work or Community Services

First Aid Certificate

Trauma Informed Training

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

Selection may be based on application and referee reports only.

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.

How to apply: Applicants are to address the Selection Criteria located in the Position Description, no more than four pages and provide a current curriculum vitae and the names and contact of two referees including your current supervisor.

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

Contact Officer: Vanessa Sargeant 0481 461 593 Vanessa.Sargeant@ed.act.edu.au

Service Design & Delivery

Student Engagement

Black Mountain School

Physiotherapist

Health Professional Level 1/2/3 \$66,285 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 44398)

Gazetted: 28 March 2023

Closing Date: 18 April 2023

Details: Black Mountain School are seeking a Physiotherapist to be part of an exciting new initiative whereby Allied Health Professionals will be an integral part of teaching and learning teams. Successful applicants will work directly with teachers and students to provide an integrated allied health lens to help inform individual student and whole class programs. These roles will be a part of an interprofessional in school team that directly supports the needs of students in order to increase access to the curriculum.

Eligibility/other requirements:

Mandatory

Tertiary qualification or equivalent in Physiotherapy.

Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for membership with the Australian Physiotherapy Association.

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

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)

Current drivers licence essential.

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

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

How to apply: In three 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.

Please also provide a current curriculum vitae and contact details of two referees.

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

Contact Officer: Lara Coman (02) 6142 1400 Lara.Coman@ed.act.edu.au

School Operations

Belconnen Network

Melba Copland Secondary School

Youth Support Worker

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 07301)

Gazetted: 27 March 2023

Closing Date: 10 April 2023

Details: Melba Copland secondary school is a 7-12 school across two sites, a High School campus (Years 7-9) and a senior campus (Years 10-12), The advertised position is focused on the high school campus of Melba Copland Secondary School.

The Youth Worker will work within a multidisciplinary wellbeing team that includes, teachers, school psychologist, school nurse, social worker, wellbeing officer and attendance officer.

The MCSS Youth worker will work alongside Individual students with challenging and complex needs, run selected small group programs and work within the multidisciplinary team to meet the wellbeing needs of all students 7-9.

Eligibility/Other Requirements:

Mandatory

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

Highly Desirable

Certificate IV or Tertiary qualification in Youth Work or a related field.

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

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

How to Apply: Please respond to the Selection Criteria, with consideration to the Key Responsibilities. When responding, provide evidence of actions and the impact of these outcomes for young people. Please provide minimum two referees, including your current Manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tiffany Mahon (02) 6142 0333 Tiffany.Mahon@ed.act.edu.au

School Operations

Belconnen Network

Melba Copland Secondary School

Youth Support Worker

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 32522)

Gazetted: 27 March 2023

Closing Date: 3 April 2023

Details: Melba Copland secondary school is a 7-12 school across two sites, a High School campus (Years 7-9) and a senior campus (Years 10-12), The advertised position is focused on the high school campus of Melba Copland Secondary School.

The Youth Support Worker will work within a multidisciplinary wellbeing team that includes, teachers, school psychologist, school nurse, social worker, wellbeing officer and attendance officer.

The MCSS Youth Support worker will work alongside individual students with challenging and complex needs, run selected small group programs and work within the multidisciplinary team to meet the wellbeing needs of all students 7-9.

Eligibility/Other requirements:

Mandatory

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

Highly Desirable

Certificate IV or Tertiary qualification in Youth Work or a related field.

Recent Industry experience

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This is a temporary position available immediately until 12 April 2024 with the possibility of permanency.

How to Apply: Please provide 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: Tiffany Mahon on Tiffany.Mahon@ed.act.edu.au or (02) 6142 0333

Office for Schools

Inner North / Gungahlin

Campbell High School

Faculty Head of English and Languages

School Leader C \$132,293, Canberra (PN: 01976)

Gazetted: 27 March 2023

Closing Date: 3 April 2023

Details: Campbell High School is seeking a collaborative, compassionate and dynamic leader to join the leadership team and work closely with executive colleagues. The successful applicant will have substantial experience leading and managing faculties and have an extensive knowledge of English and Languages curriculum, Professional Learning Communities and using evidence-based strategies to engage all students.

Duties include:

Work with Executive team to support the Campbell High School Improvement agenda.

Lead best practice in pedagogy and curriculum development.

Lead the professional learning communities across all teaching teams.

Undertake an appropriate teaching load.

Mentor new educators and liaise with families.

Support Student Services in a student centred, prosocial, collaborative approach

Eligibility/Other Requirements:

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

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

A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

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

How to Apply: Please submit 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.

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

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: Tilly Wiles-Deane (02)6142 3166 Tilly.Wiles-Deane@ed.act.edu.au

School Performance and Improvement

North/Gungahlin Network

Throsby School

Introductory English Centre - Classroom Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 57964)

Gazetted: 24 March 2023

Closing Date: 7 April 2023

Details: Throsby School is seeking an IEC teacher to join our school. Due to increasing enrolments, we have an opportunity for an Introductory English Centre (IEC) teacher at Gungahlin Introductory English Centre located at Throsby School. The successful applicant will join our team and be part of our whole school community.

As an educator specialising in supporting newly arrived students to the country with beginning English proficiency, you will:

Deliver intensive and targeted English language teaching in an Introductory English Centre, with a specific focus on quality oral language pedagogy.

Value the diversity of student languages, cultures and backgrounds and engage with the wider culturally and linguistically diverse community.

Work collaboratively and flexibility in a strong team environment.

Eligibility/Other Requirements: To be able to teach within the ACT Education system you must:

Hold and/or be eligible for teacher registration with the Teacher Quality Institute (TQI) prior to starting your employment.

Hold a current ACT Working with Vulnerable People registration (WwVP).

Be an Australian citizen and/or permanent resident and/or hold a valid working visa.

Note: This is a temporary position available immediately until 29 January 2024 with 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: Before you submit your application, please ensure you have provided the following documents:

Your curriculum vitae.

Contact details of two professional referees.

A two-page statement providing practice examples aligned to the Australian Professional Standards for teachers with an emphasis on the results achieved.

A copy of your registration from your local regulatory authority or if currently studying evidence of enrolment in an accredited Initial Teacher Education program.

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: Mitch Bartholomew 0261422880 mitch.bartholomew@ed.act.edu.au

Business Services

Infrastructure & Capital Works

Asset Strategies

Building Service Officer

Building Service Officer 2 \$62,860 - \$65,718, Canberra (PN: 59338)

Gazetted: 24 March 2023

Closing Date: 7 April 2023

Details: The Asset Strategies section within the Infrastructure & Capital Works (ICW) Branch of the Education Directorate provides facility and asset management for a large and diverse portfolio of ACT public schools and Directorate facilities.

ICW is seeking applications for a Building Service Officer (BSO) to assist the Centre Manager in the management of the Hedley Beare Centre for Teaching and Learning (HBCTL) and other Education Support Office sites across the ACT. The BSO will undertake a range of manual and technical tasks at HBCTL, including maintenance and operation

of the facility, liaison with contractors and staff, setting up meeting and conference rooms and deliveries of essential equipment to schools.

The Centre Management at HBCTL operates in a fast paced and customer focussed environment and the BSO will need to be flexible and able to respond to issues as they arise, often within tight timelines.

The role requires a self-motivated, detail-oriented person with strong people skills, effective time management skills, with the ability to work under pressure and achieve deadlines. A background in, or understanding of, facilities management would be an advantage in this role.

Please refer to the Position Description for a full list of duties.

Eligibility/Other Requirements:

Mandatory

As the position involves the shifting of furniture, a good level of physical fitness is essential.

A current "C" class Driver's Licence.

Desirable

A current First Aid Certificate, or the ability and willingness to gain one.

Working at Heights competency certificate or the ability and willingness to gain one if required.

Note: This is a permanent position available immediately.

How to Apply: Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the capabilities listed in the Position Description under 'What you require' and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Coffey (02) 6205 6677 Patrick.Coffey@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment

ACT Parks and Conservation Service

Environmental Offsets

Environmental Offsets Conservation Scientist

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 37608)

Gazetted: 29 March 2023

Closing Date: 12 April 2023

Details: The Parks and Conservation Service is a branch of EPSDD with responsibility for planning and ongoing management of our parks, reserves, and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational, commercial, and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. The Environmental Offsets team sits within the Parks and Partnerships business unit within the Parks and Conservation Service. It is responsible for delivering commitments linked with development approvals pursuant to the Commonwealth Government *Environment Protection and Biodiversity Conservation Act 1999*.

The Environmental Offsets team are looking for a skilled and innovative Conservation Scientist with excellent interpersonal and communication skills and a high level of proficiency in project management. Under the supervision of the Environmental Offsets Assistant Director, the Conservation Scientist is tasked with developing and evaluating research projects directly related to the delivery of environmental offset commitments. This includes providing statistical advice and evaluation services to Parks and Conservation Service staff and liaising with operational managers to develop applied research programs that enhance the implementation of offset actions. More information on the role is provided in 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

Mandatory:

Qualifications in a field of environmental management, biodiversity conservation or ecology.

Demonstrated experience in the use of statistical software.

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)

Willingness to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Desirable:

Postgraduate qualifications – or equivalent experience - in Ecological Statistics, Ecological Modelling, Decision Science, or Translational Ecology.

Knowledge of the ecology of the ACT, in particular the flora and fauna supported within grasslands and box-gum woodland communities, and methods for surveying these values.

Notes: 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: Laura Rayner 0466391722 Laura.Rayner@act.gov.au

Suburban Land Agency

Office of the CEO

Executive Support Team

Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58913)

Gazetted: 28 March 2023

Closing Date: 11 April 2023

Details: As an Executive Assistant with the Suburban Land Agency (SLA), you will draw on administration and people skills and capability to provide quality executive support, maintain the integrity of SLA, effectively manage stakeholder relationships, and ensure the quality of outputs from SLA are to a high standard. You will support the day-to-day operations of your respective Executives and teams, including the provision of advice and support on a range of corporate and administrative matters.

SLA has a collaborative and high performing Executive Support team whose primary function is to ensure SLA's Executive are effectively supported, by managing competing priorities to support the delivery of SLA objectives and meet stakeholder expectations. The Executive Support Team provides administrative support for our Executives to ensure they have the information they need to make key decisions for the organisation.

Under limited supervision you will:

- Provide a range of high level confidential administrative support functions to two Executives including diary management, arranging, and scheduling appointments and meetings, and ensuring correspondence, emails and enquiries are dealt with promptly, efficiently and to a high standard
- Manage Executive and team travel, corporate credit card and other operational financials as required
- Effectively manage workflows on a diverse range of matters including following up requests, ensuring advice/input from teams is provided in a timely manner and to a high standard
- Prioritise and monitor tasks and activities for the Executives, providing research as required and responses in a timely manner
- Coordinate and quality assure team input to Ministerial, briefs, Board papers and Assembly business, such as Question Time Briefs, Questions Taken on Notice and Questions on Notice
- Critically examine, evaluate, and take appropriate action on reports, submissions and information submitted to the Executive to ensure relevance, completeness and accuracy whilst managing issues of sensitivity and confidentiality
- Provide secretariat support to a range of internal meetings, including the preparation and distribution of agendas and minutes
- Collaborate with People & Capability to administer and coordinate a range of recruitment and human resources activities
- Provide administrative support to Executives and team members including coordinating and arranging staff training, team recruitment, undertaking research, compiling documents and other ad hoc tasks as required
- Provide customer service support to backfill SLA's reception team during peak periods and/or lunch and leave coverage as required
- Undertake other appropriate administrative tasks and incidental duties as required

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

Eligibility/other requirements:

Highly desirable:

Experience in an Executive Support and/or Executive Assistant role and/or high-level office administration.

Note: This is a temporary expected vacancy for a period of 12 months.

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

How to apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of no more than two 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: Katherine Macpherson (02) 6207 9497 Katherine.Macpherson@act.gov.au

Climate Change and Energy Division

Climate Change and Energy Policy

Emissions Reduction Policy; Adaptation and Resilience Policy

Assistant Director, Emissions Reduction Policy; Assistant Director, Adaptation and Resilience Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41049, several)

Gazetted: 23 March 2023

Closing Date: 6 April 2023

Details: Want to contribute to creating a climate-ready city? We're looking for proactive and talented policy officers to join us as Assistant Directors in our Emissions Reduction Policy and Adaptation and Resilience Policy teams.

As an Assistant Director, you will have the opportunity to make an impact through leading and supporting ongoing policy design, development and delivery to enable the ACT to continue to reduce its emissions, adapt to a changing climate, increase community resilience, and to electrify our city in the transition away from the use of fossil-fuels.

Our teams are taking world leading climate action. If you enjoy working in a dynamic and fast-paced government team, where you can make a positive impact for the environment and for the community, then come and join us! 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 and/or experience in climate change, emissions reduction, climate adaptation and/or energy would be highly regarded, but not essential.

Successful candidates may come from a range of backgrounds.

Notes: There are two permanent positions available immediately, one each in our Emissions Reduction Policy Team and our Adaptation and Resilience Policy Team.

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

Selection may be based on application and referee reports only.

Please note, this position will be based in the ACT Government's Dickson Office Block which is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants are to address the Selection Criteria located in the Position Description (maximum two pages) and provide a current curriculum vitae and the names and contact of two referees.

For further information about the role of Assistant Director, Emissions Reduction Policy please contact, Mark Shorter, Director, Emissions Reduction Policy on (02) 6207 8805 or mark.shorter@act.gov.au.

For further information about the role of Assistant Director, Adaptation and Resilience Policy please contact, Perry Wiles, Director, Adaptation and Resilience Policy on (02) 6207 6742 or perry.wiles@act.gov.au

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Shorter (02) 6207 8805 Mark.Shorter@act.gov.au

Justice and Community Safety

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

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

ACT Emergency Services Agency

Public Information & Engagement

Senior Public Information Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49238)

Gazetted: 29 March 2023

Closing Date: 17 April 2023

Details: Do you have communications experience, embrace working in a fast-paced environment and enjoy working with a variety of stakeholders on a range of topics?

The Public Information & Engagement team is looking for an experienced and proactive communications officer, to deliver high-quality communications across the ACT Emergency Services Agency.

The Senior Public Information Officer works collaboratively with key stakeholders across the ACT Emergency Services Agency, the JACS Directorate and within the ACT Government to ensure cohesive and consistent communication on a range of topics both high-level and sensitive.

The Senior Public Information Officer will be responsible for designing and implementing communications and engagement plans and responses in collaboration with the senior executive, other Directorates and Ministers to support business priorities and outcomes along with providing high-level media support and strategic communications advice to Executives and business stakeholders.

This role is also responsible for organising, managing and assessing community safety and education campaigns. If you work well in a team, are self-motivated and work well under pressure, we would love to hear from you.

Eligibility/Other Requirements:

Tertiary qualifications in the field of communications and/or a related discipline area is highly desirable.

Experience working in a high pressure, fast-paced environment such as emergency services is desirable.

Driver's licence Class C is essential.

This position does require a Working with Vulnerable People card.

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

Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include:

Two-page pitch addressing the selection criteria.

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Teagan Lee 0466851824 Teagan.Lee@act.gov.au

Security and Emergency Management Division

Security

Senior Director, Protective Security

Senior Officer Grade A \$157,201, Canberra (PN: 35392)

Gazetted: 28 March 2023

Closing Date: 11 April 2023

Details: Do you have experience in security policy or building resilience in an organisation? Are you looking for a position where you can build relationships with stakeholders on new policies and lead implementation of security initiatives? Do you want to contribute to strengthening security posture in the ACT?

The Security and Emergency Management Division (SEMD) is primarily responsible for the development and coordination of strategic security and emergency management policy matters for the ACT Government. SEMD has a whole-of-government focus and works closely with security and emergency management personnel across all Directorates.

The Security Branch leads policy development, reform, and implementation on security matters, including protective security, national security, counter terrorism, countering violent extremism, and security of critical

infrastructure. The Branch works closely with the Commonwealth Government to implement national security initiatives in the ACT.

The Senior Director, Protective Security is part of SEMD's leadership team. The Senior Director, Protective Security is responsible for leading several security-related policies and projects, as well as coordinating and advising on other security matters for the ACTPS. Examples of work include Closed Circuit Television (CCTV) policy, development and implementation of the ACT's Protective Security Framework (ACTPSF) and strengthening the security of critical infrastructure in the ACT.

The Senior Director, Protective Security is required to work closely with the Executive Branch Manager, Security, to ensure the security objectives of SEMD are delivered. The Senior Director, Protective Security will have highly developed leadership skills, preferably within a policy environment, and excellent communication, strategic thinking, and collaboration skills. The Senior Director, Protective Security will also be responsible for fostering working relationships with the Commonwealth on security matters and other state and territory governments on a wide range of policy matters.

Eligibility/other requirements:

This position is a designated security assessed position. The successful applicant must possess or acquire and maintain a Negative Vetting 1 security clearance.

An understanding of the security policy and governance arrangements of the ACT Government would be desirable. A working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government processes is desirable.

This position does not require a pre-employment medical, or a Working with Vulnerable People Check.

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

How to apply: After reviewing the Position Description, please provide a two-page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant Skills, Knowledge, and Behavioural Capabilities. Please also include a curriculum vitae no longer than three pages.

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

Contact Officer: Claire Halim 0466 820 662 Claire.Halim@act.gov.au

Legislation, Policy and Programs

Civil and Regulatory Law; and Justice Reform Branches

Civil - Human Rights and Social Policy team Justice Reform Branch – Justice Policy Futures Taskforce

Senior Policy Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42684, several)

Gazetted: 27 March 2023

Closing Date: 10 April 2023

Details: The Legislation, Policy and Programs Division is seeking applications for Senior Policy Officers/Senior Legal Policy Officers (SOG-C) for the Human Rights and Social Policy Team in the Civil and Regulatory Law Branch and for the Justice Reform Branch.

The Human Rights and Social Policy Team is responsible for undertaking complex legal policy work in relation to human rights including assessing compatibility of proposed legislation with human rights and working with agencies to ensure that new laws meet human rights standards. Senior legal policy officers will also work on the development and implementation of legislative reforms across a range of other areas of social policy which may include discrimination, privacy, freedom of information, guardianship and powers of attorney, the official visitor scheme and births deaths and marriage registration policy.

The Justice Reform Branch is responsible for driving the ACT's justice reform agenda including innovative initiatives to increase the fairness of the justice system and address the underlying causes of crime. Senior Policy Officers will work on the development, implementation and assessment of a range of policy and projects which may include law reform related to victims of crime and victims' rights, the Disability Justice Strategy, addressing the overrepresentation of First Nations people in the criminal justice system, justice reinvestment and reducing recidivism.

Senior legal policy officers/senior policy officers deliver policy projects and reforms and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers.

This is an opportunity to join a busy, energetic Division that makes a significant contribution to the Government's human rights and justice agenda, which has a tangible impact on the lives of Canberrans.

Eligibility/Other requirements: Relevant tertiary qualifications in law, human rights, social science or a related field or significant study towards gaining qualifications would be highly desirable.

Notes: There are two permanent vacancies in the Human Rights and Social Policy Team, Civil and Regulatory Law Branch and one permanent vacancy in the Justice Reform Branch. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to Apply: Applicants should submit a one-to-two-page pitch that outlines specific evidenced-based examples of your past experience to demonstrate your ability to undertake this role, together with a copy of your current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gabrielle McKinnon (02) 6205 3158 Gabrielle.McKinnon@act.gov.au

Public Trustee and Guardian

Guardianship Unit

Senior Guardian

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 03720, several)

Gazetted: 27 March 2023

Closing Date: 17 April 2023

Details: Are you interested in protection of Human Rights? At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people, and we are seeking applications from passionate individuals who possess emotional maturity, resilience, and a kind disposition to champion the vulnerable members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

We have several temporary vacancies for motivated and well organised professionals to work in our dynamic Guardianship Unit (GU) as Senior Guardians. GU aims to support each person to participate as fully as possible in decisions about their own lives. GU provides guardianship services to adults in our community who have diminished ability to manage their affairs due to a physical, mental, psychological, or intellectual condition.

Guardianship services are provided under authority of an order of the ACT Civil and Administrative Tribunal (ACAT) or an Enduring Power of Attorney.

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

Eligibility/other requirements:

This position requires applicants satisfy ACTPS pre-employment checks.

Driver's license Class C is preferred.

This position does not require a pre-employment medical.

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

Note: There are several temporary positions available for six months with the possibility of extension up to 12 months and/or permanency.

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

How to apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the position overview, knowledge, and capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Kaitlyn Coombe (02) 6207 9800 Kaitlyn.Coombe@act.gov.au

**Emergency Services Agency
Capability Coordination and Support
Fleet and Workshop
Fleet Project Officer**

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07464)

Gazetted: 27 March 2023

Closing Date: 10 April 2023

Details: The Emergency Services Agency (ESA) is seeking applications from enthusiastic individuals who enjoy a challenge to fill the position of Project Officer within the ESA Fleet Team.

This role entails daily tasks that enables our fleet to be fit-for-purpose and allow our frontline emergency services workers to provide a valuable service to the ACT community. The successful applicant will be required to provide specialist advice to ensure fleet projects are managed and delivered meeting operational standards, registration compliance, and exceptional safety standards. Your desire to excel will see you project manage an array of specialist vehicles and equipment large and small, to which you will be able to provide specialist technical advice. This role also requires development of submissions, reports and correspondence related to the area of expertise, as well as quality record keeping in our software-based data storage systems. You will also be required to have excellent customer service and communication skills to liaise between stakeholders, ESA Executive, ESA employees and the ACTPS staff to build key relationships.

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 'C' Class Driver's licence is essential, with the ability to obtain a 'HR' Class Driver's licence.

Eligible applicants will undergo a police record check.

Highly desirable:

A 'HR' Class Driver's licence is highly desirable.

A High-Risk Work licence (LF – Forklift) is highly desirable.

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

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

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

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

Contact Officer: Dan Bird (02) 6205 8428 Dan.Bird@act.gov.au

ACT Law Courts & Tribunals

Registry Operations

Court Services

Registry Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 43615)

Gazetted: 27 March 2023

Closing Date: 10 April 2023

Details: The Registry Support Officers' primary role is to provide administrative support to the Court Services registry. This includes performing the functions of customer service, enquiries and criminal commencement, in-court support and listings, after court services and the recording of court proceedings (including using the Integrated Courts Management System ICMS) for all court outcomes and related matters.

The nature of this role is such that you will be exposed to sensitive material or information that may be confronting and culturally sensitive. The ACT Courts and Tribunal provides support services and training to assist staff in being culturally aware, resilient and safe in your workplace.

The position is also required to handle sensitive and protected information and will be required to fulfil the role in line with legislation, policy, procedures and protocols, with maturity, sensitivity and compassion.

The Registry Support Officer will need to embrace individual and cultural differences by displaying courteous, respectful, non-discriminatory behaviours in all 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.

Notes: 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: Applicants are required to submit four items:

ACT Government application cover sheet

a statement of claim against each Position Description capabilities criteria (limited to a maximum of one page in total)

a current curriculum vitae

the names and contacts details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: NatalieW Campbell (02) 6207 2475 NatalieW.Campbell@courts.act.gov.au

ACT Courts & Tribunal

Corporate Services and Strategy

Corporate Information Systems

Project Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 50615)

Gazetted: 24 March 2023

Closing Date: 7 April 2023

Details: Join a rewarding opportunity to support high impact projects at the ACT Courts and Tribunal while being part of a supportive team.

The Corporate Services and Strategy Branch within the ACT Courts and Tribunal (ACTCT) is responsible for delivering a range of corporate and strategic services that support the operations of the ACT Supreme Court, the ACT Magistrates Court, and ACT Civil and Administrative Tribunal (ACAT).

The Project Support Officer will undertake a range of project related administrative and support tasks including maintaining project documentation, providing secretariate support, responding to enquires, drafting correspondence and assisting with background research and analysis.

The Project Support Officer contributes directly to the ACTCT strategic intent to develop its digital and data capabilities.

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

Proven experience in providing a broad range of administrative and project support services including document control, reporting, correspondence, etc.

Understanding of, and experience with relevant tools, such as Microsoft Office, Microsoft Visio, spreadsheets and effective records management to ensure efficiency, accuracy, confidentiality and discretion within tight timeframes.

Behavioural Capabilities

Demonstrated ability to achieve results in a complex and dynamic environment under limited supervision, including the ability to work under pressure, within tight timeframes, while also maintaining attention to detail and meeting deadlines.

Demonstrated excellent interpersonal, written and verbal communication and consultation skills, including the proven ability to develop and maintain effective working relationships with a wide range of internal and external stakeholders and the ability to engage, negotiate and communicate at all levels to influence outcomes.

Demonstrated ability to consistently display commitment to high quality customer service and collaboration principles and practices, as well as an understanding and commitment to ACTPS values and behaviours.

Note: This is a temporary position available immediately until 09 April 2024. 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:

Your up-to-date curriculum vitae (maximum three pages)

A two-page pitch which outlines your ability and experience to perform the role, this includes the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description.

The contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Neeti Chauhan (02) 6207 7498 Neeti.Chauhan@Courts.act.gov.au

Legislation, Policy and Programs

Justice Reform Branch

Restorative Justice Unit

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60453)

Gazetted: 24 March 2023

Closing Date: 26 April 2023

Details: The Justice Reform Branch is seeking applications for a 12-month temporary position to lead ongoing efforts toward making Canberra a more restorative city.

Canberra is one of several cities world-wide which has an agenda to become more restorative. The vision of Canberra as a Restorative City recognises that relationships are central to our wellbeing and communities and seeks to strengthen these relationships through collaborative approaches to problem-solving. Restorative practices aim to prevent and repair harm by centring the needs of those most impacted by issues and ensuring systems offer both support and accountability. The Restorative City portfolio is an innovative one and has contributed to a range of ACT Government initiatives including the Drug and Alcohol Court, programs for vulnerable witnesses, coronial reform and the continued development of the ACT's Restorative Justice Scheme. The Director is responsible for delivering evidence-based policy and initiatives. The Director will drive reform through collaboration with other work areas and agencies, and by working productively with stakeholders. They will provide high-level advice on complex issues and be responsible for the development of related documents, reports, submissions, briefs correspondence for the Senior Executive and Government.

The position will be embedded in the Restorative Justice Unit (RJU) and report to the Senior Director. The RJU is a high-performing, inclusive and dynamic environment that is guided by trauma-informed and restorative practice, both with clients and with each other. This is an opportunity to join an innovative work program and have a tangible impact on the lives of Canberrans.

The RJU is committed to building an inclusive and diverse workplace. As part of this commitment, First Nations people, people from culturally and linguistically diverse communities, people with a disability and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/Other Requirements:

Experience or understanding of the use of restorative justice and restorative practices are highly desirable.

Notes: This is a temporary position available immediately for up to 12 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should submit:

A supporting statement (no more than three pages) providing examples of how your skills and experience demonstrate your ability to meet the professional/technical skills and knowledge as well the behavioural capabilities as set-out in the position description.

A current curriculum vitae including the name and contact details of two referees (at least one must be your current/most recent manager/supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Denning (02) 6207 0041 Richard.Denning@act.gov.au

ACT Corrective Services

Custodial Operations

Facilities Management

Electrician

General Service Officer Level 10 \$91,315 - \$104,509, Canberra (PN: 47431)

Gazetted: 23 March 2023

Closing Date: 11 April 2023

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and suitably qualified person to fill the position of Electrician (GSO10), in the Facilities Management Unit, located at the Alexander Maconochie Centre (AMC).

Working closely with the Facilities Management and Custodial Operations teams, the Electrician will undertake a variety of planned and reactive maintenance tasks relating to installing, maintaining, upgrading, troubleshooting, renovating, testing, optimising and repairing electrical systems, apparatus, infrastructure and appliances to ensure that facilities are safe, humane, compliant, cost effective and of a high quality.

In addition, this position will support the training and development of detainees through maintenance related work activities, in order to enhance their post-release employment opportunities.

To be successful, you will demonstrate exceptional communication and interpersonal skills and experience in project management.

To be successful, you will have proven experience as a skilled Electrician, in addition to possessing well developed interpersonal, organisational and communication skills necessary to build rapport with a diverse range of 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:

Background, criminal history and security clearance checks will be conducted.

The occupant of this position will be required to:

Hold an Australian recognised occupational trade qualification in electrical/electrotechnology (minimum Certificate III level).

Hold an unrestricted ACT Electrician licence have the ability to obtain before commencement.

Hold an unrestricted drivers licence (minimum class C).

Hold an ACT Working with Vulnerable People registration without restrictions or have the ability to obtain before commencement.

Pass a pre-employment medical.

Undertake parts of the duties outside normal business hours.

Work a rotating on-call roster.

Provide backfill support to the Facilities Management unit.

Work across all ACT Corrective Services sites.

Qualifications or licences in the following areas are highly desirable:

ACMA Open Cabling Registration or equivalent.

ACT Security Licence (install, maintain, monitor, repair or service security equipment).

General construction induction (white card).

Working with asbestos containing materials.

Elevating work platform.

Working at heights.

Work Safely on roofs.

Confined space entry.

Experience working within a custodial or secure environment is highly desirable.

How to Apply: To apply, applicants are required to submit three items: (1) A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current resume with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of their current driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Jorritsma 62078058 adrian.jorritsma@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

Chief Projects Office

Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45255)

Gazetted: 28 March 2023

Closing Date: 4 April 2023

Details: Major Projects Canberra is led by the Chief Projects Officer and reports to the Head of Service and is accountable directly to the Treasurer and the relevant project Ministers. We are looking for a new Executive Assistant to join the small team to support the Chief Projects Officer, ensuring the delivery of key ACT Government infrastructure projects in a safe, timely, value for money and quality manner.

The Executive Assistant is responsible for providing high-level executive and administrative support to the Chief Projects Officer. Working under limited direction, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare high level correspondence as required, manage the CPO calendar, travel and invoicing. In addition, the Executive Assistant will prepare meeting agendas, draft reports, briefs, ministerial correspondence, and admin support to other areas as required.

Working as an effective team member to support the office of the Chief Projects Officer, this role requires an ability to prioritise and maintain resilience whilst managing a constantly changing high pressure environment. A high level of independence and impartiality is also important.

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

Note: This position is available immediately for three months with the possibility of extension up to 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. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees 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 a one page pitch 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 sent to the Contact Officer.

Contact Officer: Ria Ligeros (02) 6207 5717 Ria.Ligeros@act.gov.au

Infrastructure Delivery Partners

Commercial Project Management

Senior Project Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 30767, several)

Gazetted: 23 March 2023

Closing Date: 11 April 2023

Details: Are you a motivated, agile, and responsive Project or Contract Management professional with a keen interest in making a difference in how we live, work, play and learn across Canberra?

Are you looking for an opportunity to work across a diverse range of infrastructure projects and showcase your Project Management capabilities?

The Commercial Branch is looking for experienced candidates to deliver a range of commercial projects, including education facilities, municipal buildings, cultural facilities, arts, public parks and sporting venues. You'll be working on projects that shape Canberra and contribute to the future of the community. The Commercial branch assists our partner directorates in the delivery of their allocated capital works projects to time, cost and quality requirements. As a Senior Project Manager, you will be responsible for providing advice, expertise, and delivery of design and construction on a broad range of medium to complex infrastructure projects.

At Major Projects Canberra we value diversity, and we are looking for passionate professionals who can embody our core values of respect, integrity, collaboration, innovation, safety and excellence. We offer a supportive flexible working environment where your contribution is respected as part of a diverse, highly skilled and agile

team. We deliver and collaborate with a variety of ACT Government directorates, with broad networking relationships across the ACT. Please click on this link to see Major Projects Canberra in action –

<https://www.act.gov.au/majorprojectscanberra/home>

Sound interesting? Take the next step in a meaningful Project Management career with a role at Major Projects Canberra. This may be the opportunity you have been looking for.

Eligibility/Other Requirements:

Mandatory

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

hold a relevant building degree; or

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

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

Note: These are temporary positions available immediately ranging from three to 12 months in duration with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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.

Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: SallyA Wright (02) 6205 3530 SallyA.Wright@act.gov.au

Project Development and Support

Project Development

Infrastructure and Capital Projects Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49633)

Gazetted: 24 March 2023

Closing Date: 10 April 2023

Details: Are you our new Infrastructure and Capital Projects Analyst?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Infrastructure and Capital Projects Analyst is part of a small team which has responsibility for supporting the commercial and financial development of the Territories largest capital works projects. The Infrastructure Analyst will provide support the Director, Infrastructure Analysis, in the provision of business case development and infrastructure policy analysis.

The primary responsibilities for this position are to:

Provide commercial and financial advice concerning the development and evaluation of Territory infrastructure (construction) projects and programs.

Undertake research and analysis to support early-stage development of new capital works projects, including the development of business case proposals and feasibility studies.

Provide procurement and contract management support for consultancy and advisory activities.

Undertake research and analysis of the local and national infrastructure construction sector to support infrastructure policy development.

Contribute to projects and tasks aimed at improving business unit capability.

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

Tertiary qualifications complimentary to the role: for example, finance, economics, business, engineering, project management and/or relevant construction related fields.

Experience working in a consultancy firm and/or Government agency to plan, develop and/or deliver new construction projects.

An understanding of Government budget, policy and/or procurement processes.

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

How to apply: 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 via the "Apply Now" button below.

Contact Officer: Johan Louw (02) 6207 3397 Johan.Louw@act.gov.au

Office of the Legislative Assembly

Business Support

Finance

Financial Accountant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 311)

Gazetted: 24 March 2023

Closing Date: 7 April 2023

Details: Are you an enthusiastic, professional, high performing and motivated individual looking for the next step in your accounting career? Then this opportunity is for you!

The Office of the Legislative Assembly (OLA) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the Legislative Assembly (Office of the Legislative Assembly) Act 2012.

As the Financial Accountant you will be responsible for undertaking a wide range of accounting tasks relating to budgeting, internal and external reporting, preparation of financial statements, banking, taxation, developing policies and procedures and the maintenance of an effective internal control framework.

To be successful in this role you will have excellent communication skills, a strong background in accounting and finance management, sound understanding of financial systems, and the ability to complete multiple tasks in a timely manner in collaboration with a variety of stakeholders.

Eligibility/Other Requirements:

Tertiary qualifications in Accounting or a related field and CA/CPA qualification or progress towards is highly desirable.

Experience with MYOB, TM1 or another financial management information system would be an advantage.

How to Apply: If this role sounds like a challenge you are interested in, we want to hear from you. Please submit a written application of no more than two pages, responding to the requirements in the 'What we are looking for' section 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: Emma Rogers 6205 0150 Emma.Rogers@parliament.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

City Services

City Presentation

Urban Treescapes

Team Leader, Planting

General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 60347)

Gazetted: 29 March 2023

Closing Date: 24 April 2023

Details: Are you a leader who can nurture a team while growing Canberra's urban forest?

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, temporary vacancy for the role of Team Leader, Planting beginning as soon as possible to June 2024 with the possibility of extension and/or permanency.

Team Leaders are responsible for a team of workers carrying out tree planting and maintenance activities. This includes responsibility for carrying out site specific risk assessments and ensuring crews work safely, allocation of plant and equipment for jobs, record keeping and reporting, and carrying out site auditing 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: This is a temporary position available immediately until June 2024 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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 (resume)

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Jayne Roberts 02 6207 0311 or 0434 988 498 Jayne.Roberts@act.gov.au

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

City Services

City Presentation

Urban Treescaping

Leading Hand, Planting

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 60348, several)

Gazetted: 28 March 2023

Closing Date: 21 April 2023

Details: Are you passionate about the health of Canberra's trees, reducing summer heat, and providing habitat for local wildlife?

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 two full-time, temporary vacancies for the role of Leading Hand, Planting beginning as soon as possible to June 2024 with the possibility of extension and/or permanency. Benefits include a nine-day/fortnight working roster, allowances, and on the job training.

Leading Hands are responsible for a small team of workers carrying out tree planting and maintenance activities. This includes planning work activities, carrying out site specific risk assessments, and ensuring that crews work safely.

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.

Note: These are temporary positions available immediately until June 2024 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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 (resume).

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Peter Brammall 0466 939 917 Peter.Brammall@act.gov.au

City Services

Development Coordination Branch

School Safety Program

Program Manager

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 52605)

Gazetted: 28 March 2023

Closing Date: 11 April 2023

Details: The position is responsible for supporting the delivery of TCCS' School Safety Program, which includes investigating and planning infrastructure improvements around schools. 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 also 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 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 professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

relevant building degree; or

significant level of building or Infrastructure knowledge and/or project management experience.

Driver's licence (class C) is essential.

Notes: This is a temporary position available for six 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.

Please note, 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: Please provide a two-page response addressing the criteria to the 'What you require' in the Position Description.

Please include details of referees and a copy of your curriculum vitae.

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: Bridget Kirby (02) 6205 1547 Bridget.Kirby@act.gov.au

City Services

City Presentation

Urban Treescapes

Tree Protection Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 08065)

Gazetted: 27 March 2023

Closing Date: 17 April 2023

Details: 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 a permanent vacancy for the role of Tree Protection Officer beginning as soon as possible.

The Tree Protection Officer role will primarily be responsible for administration of the Tree Protection Act 2005 and providing technical advice to the community and stakeholders on tree related matters.

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

Selection may be based on application and referee reports only.

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 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: Mark Diehm (02) 6205 8679 Mark.Diehm@act.gov.au

Chief Operating Officer

People and Capability

Internal Communications and Engagement

Senior Communications Officer - Diversity and Inclusion

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 27229)

Gazetted: 24 March 2023

Closing Date: 14 April 2023

Details: The Internal Communications and Engagement team is looking for a new dedicated team member to play an integral role in delivering key initiatives that support a diverse workforce.

Join a team that supports hybrid working, professional development and innovative thinking; you will bring a high level of energy and creativity with the ability to work on multiple projects with competing deadlines. With the support of the Director of Internal Communications and Engagement, you will deliver diversity and inclusion initiatives and an engagement program including events. Engaging with a range of internal and external stakeholders, the successful candidate will also lead the development of strategic internal communications with a focus on building a culture of diversity and inclusion.

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: Demonstrated relevant experience in a similar role or tertiary education in a relevant field is highly desirable.

Notes: This is an identified position for only either Aboriginal and Torres Strait Islander People or People with a disability.

How to Apply: Interested candidates are requested to submit a statement of claims no more than three pages outlining what skills and experience you could align to this position. Please also attach your curriculum vitae and the contact details of two current referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: MelissaJ Holcroft (02) 6205 3622 MelissaJ.Holcroft@act.gov.au

City Services

City Presentation

Licensing and Compliance

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 12940)

Gazetted: 23 March 2023

Closing Date: 11 April 2023

Details: City Services is responsible for a range of core municipal and Territory services, which include the key operational areas and functions of Licensing and Compliance (L&C); Place Management; Urban Treespaces; and Sport and Recreation Facilities.

The primary responsibility for this position is to provide leadership and overall management of the Licensing & Compliance Unit, creating a culture of continuous improvement in business, regulatory and administrative processes and practices, to secure regulatory compliance through a broad range of enforcement tools aimed at those not doing the right thing to protect our community.

Eligibility/Other Requirements:

Demonstrated ability to build a culture of improvement and think broadly to develop solutions to complex problems.

Work collaboratively and create partnerships to achieve the goals of improving Canberra's liveability to make sure Canberrans find the right place to call home.

Desirable:

A positive 'can do' approach to managing multiple teams and a high volume of work.

Ability to motivate and drive positive change.

Demonstrated understanding of, and commitment to workplace diversity, workplace health and safety, and the values of the ACT Public service.

Certificate IV in Compliance and Risk Management or Government Investigation, or equivalent, or relevant experience within a law enforcement or regulatory agency.

Requirements / Qualifications

Mandatory:

Unrestricted Driver's C-class Licence.

Permanent Resident of Australia.

Current or able to obtain within 12 months of employment, Working with Vulnerable People Registration.

Notes: This is a temporary position available for 12 months with the possibility of permanency. Selection may be based on written expression of interest 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 written application (of no more than 1 page per criteria) responding to the 'What you Require' criteria as per the attached position description, highlighting how your skills and experience are relevant to the responsibilities within the role.

Applications should also include a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Iglesias 0412 215 754 daniel.iglesias@act.gov.au

City Services

Roads ACT

Environment and Utilities

Senior Contract Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 48997)

Gazetted: 23 March 2023

Closing Date: 20 April 2023

Details: The successful candidate will manage high value/high risk complex contracts for Environment and Utilities business unit. The role will also oversee compliance for other contracts for the business unit.

Using highly developed project, people, and contract management expertise, analyse, plan, and coordinate a program of contracted works designed to optimise efficiency for the operation and maintenance of the streetlight and stormwater networks. Adopt effective contract management processes to adhere to the TCCS Procurement and Contract Management frameworks including reporting on contract performance, managing, administering, and monitoring contracts. The contract in place for streetlights is highly complex and technical in nature, lending its management to a professional tertiary qualified engineer with extensive relationship management and contract administration experience.

The role involves preparation of estimates for tender submissions, evaluation, variations, tracking progress, controlling costs, monitoring key performance indicators, standard of work and identifying potential issues and implement strategies to address those issues. Prepare a work program for each network that includes quality plans, work health and safety plans, workflow, timeframes, approvals, resources, and equipment/materials and allocate work to appropriate contractor(s)/staff. Exercise initiative and judgement in the application of professional knowledge and skills, particularly in recognising and solving problems where principles and procedures need to be adapted or modified.

The successful candidate will ensure contractors comply with current workplace health and safety and environment policies and incorporate TCCS Guidelines into contracts. Ensure TCCS staff undertaking contract surveillance works comply with WHS policies, guidelines, and Safe Work Method Statements (SWMS).

The position will control contract costs including monitoring allocated budgets, developing tender documents, evaluating tenders/requests for quotation responses, tracking spends against approved contract values/program budgets, evaluating progress claims, managing variations as required for contracts (expenditure approval) and investigation and implementation of cost optimisation and recovery strategies.

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 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. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

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

Eligibility/ Other Requirements

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

Hold a relevant building degree; or

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

Notes: Please note, this position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

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

How to apply: A supporting statement of no more than five pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached 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: Jennie Gilles (02) 6207 2141 Jennie.Gilles@act.gov.au

Territory and Business Services

Yarralumla Nursery

Horticulturist

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 17128, several)

Gazetted: 23 March 2023

Closing Date: 20 April 2023

Details: Are you looking for an opportunity to work in a dynamic and supportive workplace that is making a difference to the landscape we live in? Do you enjoy growing and selling plants, and want to take the next step in your career?

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 200,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

We currently have two available positions in our team:

Sales – Permanent full time.

Production – 12 months full time, with the possibility of permanency.

The Sales role involves customer liaison, picking and preparing plants for sale and managing the workflow of a busy customer focused team. The Production role is responsible for growing plants using a range of techniques, such as hand and machine potting, and plant and irrigation maintenance. Both roles include day-to-day supervision of a small team of staff, apprentices, and volunteers by providing appropriate support and guidance.

As part of the team, you will help produce and sell over 200,000 high quality plants to the Canberra community and the surrounding regions.

Both positions are physically located at Yarralumla Nursery in Yarralumla, Canberra.

Eligibility/other requirements: See the Position Description for further information and role requirements.

Note: There are two positions available, a full-time permanent position and a full-time temporary position 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 for positions in both the sales and production teams.

How to apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

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

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

Contact Officer: Belinda Ryan (02) 6207 8230 Belinda.Ryan@act.gov.au

WorkSafe ACT

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

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

WorkSafe ACT

WorkSafe ACT

General

Inspector

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 53997, several)

Gazetted: 24 March 2023

Closing Date: 7 April 2023

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

The WorkSafe ACT Inspectorate is growing, and we have multiple permanent Inspector positions available that would suit an individual with a background or focus on regulatory compliance and investigations as well as work health and safety from within various industry sectors.

No two days are the same in the Inspectorate. Do you have the ability to deal with sensitive situations? Are you passionate about making a difference in the community? Looking to make a career change? If you answered yes to any of these questions, you might be the next WorkSafe ACT Inspector we are looking for!

Are you based outside of the ACT? You may be eligible for reimbursement of relocation expenses. Please get in touch with us via the contact officer to obtain more information.

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

We are looking for individuals from various backgrounds who are passionate about making a positive difference to the health and safety of ACT workers. If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply!

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

How to Apply: Applications are sought from potential candidates and should include a supporting pitch (written statement) of no more than two (2) pages addressing the skills under the 'Ideal Candidate' section in the Position Description. Please also ensure you demonstrate your ability to meet the 'Essential Requirements'. Applicants should also provide a current curriculum vitae and contact details of two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: DanielleG Grant 0481 061 207 danielleg.grant@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Senior Information Technology Officer Grade B \$135,355 - \$152,377

Nissa Hill, Section 68(1), 24 March 2023

Canberra Health Services

Enrolled Nurse Level 1 \$65,934 - \$70,443

Diganto Ganguli, Section 68(1), 23 March 2023

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

Manpreet Kaur Gill, Section 68(1), 30 March 2023

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)

Ryan McKeown, Section 68(1), 27 March 2023

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

Mark Mendez, Section 68(1), 11 April 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Srudhy Raghavan, Section 68(1), 27 March 2023

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

Aranta Sharma, Section 68(1), 27 March 2023

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

GAURAV SHARMA, Section 68(1), 17 March 2023

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

Pramila Shrestha, Section 68(1), 29 March 2023

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

Lorraine Terbio, Section 68(1), 21 March 2023

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

Ritesh Sheth: 88219153, Section 68 (1), 27/03/2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$76,255 - \$82,566

Emma Brown, Section 68(1), 3 April 2023

Senior Officer Grade C \$114,928 - \$123,710

Antony Chiware, Section 68(1), 29 March 2023

Technical Officer Level 4 \$91,315 - \$104,509

Robin Dodds, Section 68(1), 9 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Rahul Saini, Section 68(1), 29 March 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Kanak Savtale, Section 68(1), 22 March 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Zaeem Syed, Section 68(1), 21 March 2023

Community Services

Administrative Services Officer Class 4 \$76,255 - \$82,566

Talia Bormann, Section 68(1), 27 March 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Sharon Cooper, Section 68(1), 27 March 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Michael Gill, Section 68(1), 27 March 2023

Youth Worker 1 \$68,685 - \$73,920

Joshua Huntly, Section 68(1), 14 March 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Colleen Joyce, Section 68(1), 27 March 2023

Youth Worker 1 \$68,685 - \$73,920

Tawhateata Lui, Section 68(1), 14 March 2023

Youth Worker 1 \$68,685 - \$73,920

Marcelo Oliveira, Section 68(1), 20 March 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Allanah Rennie, Section 68(1), 27 March 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Joshua Smith, Section 68(1), 27 March 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Danijela Stajkic, Section 68(1), 27 March 2023

Education

School Assistant 2/3 \$51,548 - \$62,857

Lorna Keogh, Section 68(1), 27 March 2023

School Assistant 2 \$51,548 - \$56,919

Elen Laaring, Section 68(1), 27 January 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Paras Lalwani, Section 68(1), 23 March 2023

School Assistant 2/3 \$51,548 - \$62,857

Siew Lim, Section 68(1), 23 March 2023

Classroom Teacher \$76,575 - \$114,624

Bromley, Erin 68(1), 24 March 2023

Classroom Teacher \$76,575 - \$114,624

Bakker, Isobel 68(1), 01 February 2023

Classroom Teacher \$76,575 - \$114,624

Yu, Xingliang 68(1), 03 April 2023

Classroom Teacher \$76,575 - \$114,624

James Meissner: 87897278, Section 68(1), 27 March 2023

Classroom Teacher \$76,575 - \$114,624

Gabrielle Adams: 87895491, Section 68(1), 27 March 2023

Classroom Teacher \$76,575 - \$114,624

Kristy Grant: 88314695, Section 68(1), 19 April 2023

Environment, Planning and Sustainable Development

Administrative Services Officer Class 4/5 \$76,255 - \$89,705

Tanya Harrison, Section 68(1), 27 March 2023

Justice and Community Safety

Administrative Services Officer Class 3 \$68,685 - \$73,920

Wael Abdelmassih, Section 68(1), 30 March 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Yostha Aompai, Section 68(1), 29 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Elisabeth Hobbs, Section 68(1), 27 March 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Chong Ji, Section 68(1), 30 March 2023

Suburban Land Agency

Senior Officer Grade B \$135,355 - \$152,377

Anjali Bakaya, Section 68(1), 28 March 2023

Transport Canberra and City Services

Administrative Services Officer Class 4 \$76,255 - \$82,566

Ahhee Jung, Section 68(1), 30 March 2023

Bus Operator - Training \$74,582

David Rosa, Section 68(1), 29 March 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Rebecca Sleeman, Section 68(1), 30 March 2023

Bus Operator - Training \$74,582

Alicia Sowter, Section 68(1), 18 March 2023

Senior Officer Grade A \$157,201

Mark White, Section 68(1), 29 March 2023

Worksafe ACT

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Leith Dawes, Section 68(1), 27 March 2023

TRANSFERS

Canberra Health Services

Courtney Wilkins: 84695945

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN:29058) (Gazetted 18/02/2023)

Chief Minister, Treasury and Economic Development

Tamyka Taylor

From: Information Technology Officer Class 1 \$84,144

ACT Health

To: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development, Canberra (PN. 50513) (Gazetted 24 August 2022)

Environment, Planning and Sustainable Development

Dean Horne

From: Senior Officer Grade C 123,710

Education

To: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 58792) (Gazetted 13 September 2022)

Transport Canberra and City Services

Kristy Sarri

From: Correctional Officer Class 1 \$69,433 - \$82,797

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services, Canberra (PN. 43913) (Gazetted 15 June 2022)

Struan Kelly

From: Correctional Officer Class 1 \$69,433 - \$82,797

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services, Canberra (PN. 43914) (Gazetted 15 June 2022)

Worksafe ACT

Trent Furminger

From: Regulatory Inspector 6 (WorkCover Officer 6) \$91,315

Worksafe ACT

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 60274) (Gazetted 30 January 2023)

PROMOTIONS

ACT Health

Digital Solutions Division

Application Support

Maree Koelmeyer

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

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. P49132) (Gazetted 15 November 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.

Canberra Health Services

Afia Amoo-Oluka

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. 45009) (Gazetted 7 March 2023)

Women, Youth and Children

Women, Youth and Children

Women, Youth and Children

Women, Youth and Children

Neonatology

Danette Boswell

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. 58839) (Gazetted 5 December 2022)

Allied Health

Acute Allied Health Services

Jessica Caruso

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. 61005) (Gazetted 14 April 2022)

Allied Health

Acute Allied Health Services

Hannah Finlay

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. 61004) (Gazetted 14 April 2022)

Nursing & Midwifery and Patient Support Services

Nursing Administration

Alexandra Hogbin

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. 56904) (Gazetted 26 July 2022)

Surgery

Surgical Services

Michael Jusay

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. 58491) (Gazetted 7 July 2022)

Infrastructure and Health Support Services Recurrent

Food & Sterilising Services

Food Services

Ashwin Kumar

From: Health Service Officer Level 5 \$60,182 - \$63,169

Canberra Health Services

To: Health Service Officer Level 8 \$73,429 - \$77,593

Canberra Health Services, Canberra (PN. 33516) (Gazetted 10 March 2023)

Patricia Mason

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Health Professional Level 5 \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 60165) (Gazetted 6 January 2023)

Medicine

Emergency

Ulrike Raab

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. 58960) (Gazetted 10 October 2022)

Acute Allied Health Service

Allied Health

Kathryn Rodda

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 60006) (Gazetted 13 January 2023)

Acute Allied Health Service

Allied Health

Melanie Ryan

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 60006) (Gazetted 13 January 2023)

Anna Sajina

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. 22399) (Gazetted 7 February 2023)

Rosamma Sam Saju

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 29059) (Gazetted 10 February 2023)

Smithamol Sreesan

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. 61026) (Gazetted 11 January 2023)

Clinical Services

Medicine

Kelly Vaughan

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. 58958) (Gazetted 6 October 2022)

Canberra Institute of Technology

Education and Training

Technology and Design

Cyber Security

Arden Blazey

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920
Canberra Institute of Technology
To: †Administrative Services Officer Class 5 \$84,749 - \$89,705
Canberra Institute of Technology, Canberra (PN. 60480) (Gazetted 28 February 2023)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Chief Minister, Treasury and Economic Development

Economic and Financial Group

Macroeconomics, Modelling and Federal Financial Relations

Atreya Banerjee

From: Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$135,355 - \$152,377
Chief Minister, Treasury and Economic Development, Canberra (PN. 60221) (Gazetted 17 January 2023)

Revenue Management

Office of the Commissioner

Alexandra Brown-West

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
ACT Long Service Leave Authority
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 03662) (Gazetted 12 October 2022)

Corporate

Corporate Management

Concierge and Building Services Team

Mathew Cross

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. 58652) (Gazetted 24 October 2022)

ACT Insurance Authority

Insurance

Jayde Hayman

From: Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 55575) (Gazetted 15 December 2022)

Access Canberra

Office of the Deputy Director-General

Ellie Hedley

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 46798) (Gazetted 16 January 2023)

Access Canberra

Construction, Utilities and Environment Protection Branch

Licensing and Governance

Ilin Indriani

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 60189) (Gazetted 11 May 2022)

Economic & Financial Group

Macroeconomics, Modelling and Federal Financial Relations

Aishwarya Iyer

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 60219) (Gazetted 18 January 2023)

Economic Development

Visit Canberra

Visit Marketing

Sophia Mathias

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

Chief Minister, Treasury and Economic Development, Canberra (PN. P49123) (Gazetted 30 March 2023)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Access Canberra

SERVICE DELIVERY AND ENGAGEMENT

Resolution and Support Team

Eoin O Corraidh

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 61086) (Gazetted 7 February 2023)

Economic & Financial Group

Macroeconomics, Modelling and Federal Financial Relations

Zahra Saberi

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 60219, Several) (Gazetted 18 January 2023)

Access Canberra

Construction, Utilities and Environment Protection Branch

Licencing and Governance

Alexander Smith

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 45644) (Gazetted 11 May 2022)

Community Services

Housing ACT

Housing and Homelessness Programs

Quality Risk and Review

Michelle Scicluna

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 60224) (Gazetted 23 January 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Housing ACT

Housing and Homelessness Programs

Quality Risk and Review

Selena Waghorn

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. 40734) (Gazetted 17 January 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Education

Business Services

Governance

Risk, Security and Emergency Management

Nathan Henderson-Smith

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 53317) (Gazetted 12 September 2022)

Business Services Group

Governance

Feedback and Complaints

Melinda Howard

From: Senior Officer Grade A \$157,201

Education

To: †Senior Officer Grade A \$157,201

Education, Canberra (PN. 42670) (Gazetted 22 July 2022)

Service Design & Delivery

Digital Strategy, Services & Transformation

Katie SHEARER

From: School Assistant 2 \$51,548 - \$56,919

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 45512) (Gazetted 25 May 2022)

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Sally Hatton

From: Ranger 1 \$60,620 - \$66,939

Environment, Planning and Sustainable Development

To: Park Ranger 2 \$76,255 - \$82,566

Environment, Planning and Sustainable Development, Canberra (PN. 35898) (Gazetted 4 May 2022)

Corporate Services and Operations

Business Services and Operations

Procurement

Tamara Mico

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 36174) (Gazetted 13 September 2022)

Planning Urban Policy

Executive

Shannon Rowe

From: Senior Officer Grade B \$135,355 - \$152,377

Major Projects Canberra

To: †Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 50339) (Gazetted 24 June 2022)

Justice and Community Safety

Emergency Services

ACT Fire and Rescue

Training and Development

Michael Comerford

From: FB5 (Senior Fire Fighter) \$103,088

Justice and Community Safety

To: †FB6 (Station Officer) \$117,069

Justice and Community Safety, Canberra (PN. P58701) (Gazetted 24 March 2023)

Emergency Services

ACT Fire and Rescue

Operations

Brendan Crosbie

From: FB6 (Station Officer) \$117,069

Justice and Community Safety

To: †FB7 (Commander) \$139,456

Justice and Community Safety, Canberra (PN. 47303) (Gazetted 27 March 2023)

Emergency Services

ACT Fire and Rescue

Operations

Adam Garrett

From: FB6 (Station Officer) \$117,069

Justice and Community Safety

To: †FB7 (Commander) \$139,456

Justice and Community Safety, Canberra (PN. 48759) (Gazetted 27 March 2023)

Emergency Services

ACT Fire and Rescue

Operations

Graeme Hoskinson

From: FB5 (Senior Fire Fighter) \$103,088

Justice and Community Safety

To: †FB6 (Station Officer) \$117,069

Justice and Community Safety, Canberra (PN. P45914) (Gazetted 24 March 2023)

ACT Courts and Tribunal

Corporate and Strategic Services

Property and Contracts

Nicholas Keenan

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 37043) (Gazetted 18 October 2022)

Emergency Services

ACT Fire and Rescue

Operations

Daniel Kite

From: FB5 (Senior Fire Fighter) \$103,088

Justice and Community Safety

To: †FB6 (Station Officer) \$117,069

Justice and Community Safety, Canberra (PN. P59157) (Gazetted 24 March 2023)

ACT Government Solicitor

Legal Practice

Bradley Marler

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Government Solicitor 1 \$80,822 - \$121,026

Justice and Community Safety, Canberra (PN. 45147) (Gazetted 9 November 2022)

ACT Fire and Rescue

Operations ACT Fire & Rescue

A Platoon

Scott Redding

From: FB5 (Senior Fire Fighter) \$103,088

Justice and Community Safety

To: †FB6 (Station Officer) \$117,069
Justice and Community Safety, Canberra (PN. 43814) (Gazetted 24 March 2023)

Emergency Services

ACT Fire and Rescue

Capability Support

Mark Rowley

From: FB6 (Station Officer) \$117,069

Justice and Community Safety

To: †FB7 (Commander) \$139,456

Justice and Community Safety, Canberra (PN. 43802) (Gazetted 27 March 2023)

ACT Courts and Tribunal

Corporate and Strategic Services

Property and Contracts

Simon West

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 50549) (Gazetted 24 February 2023)

Light Rail

Casey-lee Campbell

From: Senior Officer Grade B \$135,355 - \$152,377

Major Projects Canberra

To: †Senior Officer Grade A \$157,201

Major Projects Canberra, Canberra (PN. 45420) (Gazetted 30 January 2023)

Transport Canberra and City Services

Infrastructure and City Services

ACT NoWaste Branch

Waste Regulation, Administration and Assurance

Todd Elliott

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. 39833) (Gazetted 9 February 2023)

City Services

City Presentation

Urban Treescapes

Terrance Raath

From: Technical Officer Level 3 \$79,105 - \$89,398

Transport Canberra and City Services

To: Technical Officer Level 4 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 49653) (Gazetted 15 November 2022)

City Services

Development Coordination Branch

Customer Support and Business Improvement

Natasha Siebels

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 27169) (Gazetted 19 January 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Transport Canberra & Business Services

Territory & Business Services

Canberra Memorial Parks

Heather Wilkins

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

To: †Technical Officer Level 2 \$67,760 - \$77,593

Transport Canberra and City Services, Canberra (PN. 34883) (Gazetted 21 October 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Worksafe ACT

WorkSafe ACT

Strategy, Compensation and Licensing

Strategy

Kathryn Terracini

From: Classroom Teacher \$76,575 - \$114,624

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 50369) (Gazetted 30 January 2023)