



ACT Government Gazette

Gazetted Notices for the week beginning 20 April 2023

VACANCIES

ACT Audit Office

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

Financial Audit

Senior Auditor/Audit Manager

Senior Auditor/Audit Manager \$92,220 - \$112,306, Canberra (PN: 42807, several)

Gazetted: 20 April 2023

Closing Date: 9 May 2023

Details: The Office

Established in 1990, the ACT Audit Office has served over three decades to provide an independent view of the ACT Public Sector, foster accountability in the public administration of the Territory and promote efficiency and effectiveness of ACT public services.

The Role

We are looking for experienced staff with the highest level of personal integrity to undertake audit of financial statements within the ACT Government. Candidates are required to demonstrate good accounting and auditing skills, organisational skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny.

You will play an important role to ensure the highest levels of financial management and accountability within the ACT Government. Your work will have a direct impact on community confidence in the delivery of a range of critical services, from Health to Education, from Capital Infrastructure to Social Services by the ACT Public Sector. The Senior Auditor / Audit Manager will typically work under the guidance and supervision of Directors and/or Senior Directors and will be responsible for a range of functions including planning and completing assigned financial audit tasks and leading small audit teams.

Successful applicants will be offered a position as a Senior Auditor or Audit Manager depending on the applicant's skills and experience.

You

The key to success in this role will be your combination of prior experience in auditing, leading small audit teams, well developed communication skills and good human resources management skills. You will also align strongly to, and actively role model to your team, our organisational values of:

Independence

Integrity

Professionalism

Respect

Learning and Innovation

You will most likely have tertiary Professional Accounting, Audit, Data Analytics and/or Information Technology qualifications. It would also be ideal if you hold professional qualifications from one or more of CPA Australia, CAANZ and CISA.

The Benefits

The Audit Office leads in its approach to flexible working, investing in infrastructure to facilitate hybrid working such as state-of-the-art office spaces designed to promote collaborative working. In addition, the Audit Office seeks to engender a sense of community, embraces diversity, and actively promotes a healthy work/life balance, including the opportunity to work remotely up to 3 days per week. Work allocation is negotiated at a team level, with an emphasis placed on finding space to accommodate family and personal commitments to ensure you can bring your best self to the role.

You will also be supported in exploring your own professional development journey by completing interesting work and training opportunities. The Audit Office offers a generous studies assistance program to provide you with

full support to undertake your professional post-graduate qualifications, including reimbursement of course fees and time off to study and attend exams.

Based on your experience and skills, you will be offered a competitive remuneration package of \$92,220 to \$103,797 plus superannuation per annum as a Senior Auditor or \$107,967 to \$112,306 plus superannuation per annum as an Audit Manager. Additional benefits include generous leave provisions and payment of up to two professional memberships.

The Process

Your application will be assessed against the key responsibilities and selection criteria detailed in the Position Description. Your application will consist of your curriculum vitae and a written pitch of **no more than two pages** outlining how your experience, qualifications and skills align with those key responsibilities and selection criteria. Ideally you will be commencing your new role in May 2023.

During the recruitment process, the Office may engage a range of assessment options such as online assessments, work sample, panel interview and/or reference checks.

All employees are required to undergo employment screening. This position is a *Position of Trust 1* and therefore, if you are selected for this position, you will be required to gain and maintain a Baseline National Security Clearance or be assessed as suitable to obtain this clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

You are encouraged to visit our website (www.audit.act.gov.au) to get to know more about us.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joe Wong (02) 6205 0688 Joe.Wong@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Policy, Partnership and Programs

Data Analytics Branch

Governance, Modelling and Reporting

Director, Disability Data Review

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61168)

Gazetted: 26 April 2023

Closing Date: 3 May 2023

Details: ACT Health's Data Analytics Branch, working in partnership with Health Policy and Strategy, is seeking someone with a background in business analysis, data, or a similar technical field who can influence, inspire, and see the big picture.

This is an opportunity to improve outcomes for people with a disability by shaping the way ACT Health and our partners use data. Drawing on a combination of business analysis skills, excellent negotiation and communication skills, and a deep understand of ACT Health's data infrastructure and processes, the Director, Disability Data Review will lead review and scoping work for disability data projects.

The role relies on the ability to build strong relationships, a good understanding of ACT Health's data infrastructure (or the capacity to understand this quickly), and the ability to communicate complex concepts to a variety of technical and non-technical audiences.

Read more about the role and duties in the attached position description.

Note: This is a temporary position available immediately for a period of three months. Selection may be based on written application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: Please submit a written application of no more than one page, responding to the 'What you require' section in the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Anne Jenkins (02) 6205 0082 Anne.Jenkins@act.gov.au

**Population Health
Health Protection Service
Communicable Disease Control
Nurse Coordinator Public Health Response Unit
Registered Nurse Level 3.2 \$130,846, Canberra (PN: 60876)**

Gazetted: 26 April 2023

Closing Date: 10 May 2023

Details: Are you a highly motivated registered nurse who enjoys working with a multidisciplinary team to support public health initiatives in the ACT?

Population Health is seeking an experienced registered nurse to lead the establishment of the new Public Health Response Unit (PHRU) within the Communicable Disease Control (CDC) Section. The PHRU will comprise public health nurses responsible for disease surveillance investigation and follow up, provision of immunisation advice, and support of after-hours public health response to the ACT community. Liaising with a multidisciplinary team, the PHRU will support the Chief Health Officer to meet statutory responsibilities of the *ACT Public Health Act 1997*. The successful applicant will work with the Senior Director of CDC to develop the operating framework and associated processes for the PHRU, and support and guide the change process to provide a seamless transition. This role will require collaboration and consultation, mapping of processes as well as managing issues and risks involved in the establishment of the team. The ideal candidate will be an experienced leader with skills in project and change management, an effective communicator, and have a working knowledge of public health.

Eligibility/Other Requirements:

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

Current driver's licence.

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

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

How to Apply: Please submit a maximum three-page response, providing examples demonstrating your suitability against the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities' section of the Position Description. Please provide a current curriculum vitae and the details of two professional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Kingsbury (02) 51249255 Alison.Kingsbury@act.gov.au

**Population Health
Health Protection Service
ACT Government Analytical Laboratory
Senior Forensic Chemist
Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60518)**

Gazetted: 26 April 2023

Closing Date: 29 May 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The ACT Government Analytical Laboratory is a multidisciplinary scientific laboratory providing high quality analytical services in the fields of Microbiology, Environmental Chemistry, Forensic Chemistry and Forensic Toxicology. The laboratory is certified to the management standard ISO 9001. Each laboratory unit is individually NATA accredited to ISO 17025.

The Forensic Toxicology unit performs analysis of ante-mortem, post-mortem and related sample types for the presence and quantity of drugs and poisons to support ACT legislation and policy. The unit provides most of its certified reporting to the ACT Coroner and the Australian Federal Police (AFP).

This position has responsibilities including forensic analysis of biological specimens such as ante-mortem and post-mortem samples, interpretation of analytical results within a legislative framework and provision of expert evidence in court. This officer is also expected to assist senior staff in the maintenance of the quality system, the

development and validation of new methods, the supervision and instruction of junior staff, and to liaise with staff and customers.

Eligibility/Other Requirements:

Bachelor's degree in science.

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

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 your curriculum vitae along with a document outlining your pitch for this position (this document must not exceed three pages in length).

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Giaccio (02) 5124 9264 Joanne.Giaccio@act.gov.au

Digital Solutions Division

Technology Operations

Critical Systems & Infrastructure Hub

ICT Infrastructure Project Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 61313, several)

Gazetted: 26 April 2023

Closing Date: 10 May 2023

Details: The Digital Solutions Division is looking to hire suitably qualified and energetic ICT Infrastructure Project Officers to assist with the delivery of ACT Health's ICT infrastructure program of work.

You will assist with the project delivery and operational commissioning of all things ICT for new and refurbished public health facilities for the ACT Health Directorate, Canberra Health Services (CHS) and Calvary Public Hospital Bruce (CPHB).

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

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

the implementation and support of the Digital Health Strategy,

management of technology services and projects,

the development and implementation of a performance reporting framework,

statutory and intergovernmental reporting requirements,

management of the relationship and services delivery by technology vendors including Shared Services ICT,

development, implementation and maintenance of technology policies and procedures,

information management and information security, and

delivery of ICT infrastructure for new and refurbished health facilities.

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 up to 14 July 2023 with the possibility of extension up to 12 months and/or permanency.

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

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 maximum one-page pitch providing examples demonstrating your suitability against the Selection Criteria section of the Position Description. Please also provide a current curriculum vitae, including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grant Clark (02) 5124 9028 Grant.Clark@act.gov.au

Office of Director General
Office of Director General
Ministerial and Government Services
Senior Director, Ministerial and Government Services
Senior Officer Grade A \$157,201, Canberra (PN: 29472)

Gazetted: 24 April 2023

Closing Date: 1 May 2023

Details: The Office of the Director General, ACT Health Directorate is seeking a senior officer to lead the Ministerial and Government Services team.

The Ministerial and Government Services team provides operational and strategic support for the ACT Health Directorate on all ministerial and government business matters, including on all matters relating to Cabinet, the ACT Legislative Assembly, intergovernmental and ministerial requests.

The Ministerial and Government Services team works closely with the Office of the Director-General, broader executive team and across the Directorate, in supporting the Director-General, executive, and Minister's Offices, in the overarching strategic direction and management of the Directorate.

The Senior Director, MAGS, is responsible for providing high level strategic advice leadership and direction to the MAGS team to ensure high quality, timely responses are provided to stakeholders.

This role works closely with the Office of the Director-General, ACTHD Executives and Directorate, as well as across the ACT Government, to support the strategic objectives of the organisation and Government.

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

Eligibility/ Other Requirements

The successful applicant should have a good knowledge, or capacity to quickly gain good knowledge, of the functions of the ACT Health Directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. Strong communication abilities, attention to detail and commitment to working as part of a team are also important attributes for undertaking the role. The position also requires the highest degree of integrity and trust due to exposure to highly sensitive materials and classified documents.

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

Selection may be based on application and referee reports only.

How to apply: Applicants should provide a one-to-two-page pitch outlining their relevant Professional/Technical Skills and Knowledge, and Behavioural Capabilities, along with an up-to-date curriculum vitae, including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vivien Bevan (02) 5124 7894 Vivien.Bevan@act.gov.au

Corporate and Governance
People Strategy and Culture
Workforce Capability and Talent
Senior Director, Program Manager
Senior Officer Grade A \$157,201, Canberra (PN: 41857)

Gazetted: 24 April 2023

Closing Date: 8 May 2023

Details: The Senior Director, Program manager will lead a team that delivers HR support across the ACT Health Directorate (ACTHD) and also drive some system-wide culture projects. This includes the delivery of operational workforce planning, learning and development, workplace inclusion, people analytics and reporting and support of ongoing system-wide culture projects. This is a critical role required to lead both strategic and operational initiatives that will have a positive influence on the culture for the ACTHD and the system.

The successful candidate must be flexible in thinking, adaptable, and responsive to changes in priorities. This also includes promoting and managing key strategic relationships within the broader ACTPS and across the ACT Public Health System to achieve organisational goals. This position provides leadership, mentoring, coaching, clear direction, and management to a diverse team. The successful candidate will have demonstrated experience in leading a team in the delivery of complex work programs including the ability to provide advice that influences strategic direction and program management approaches.

This position has significant engagement with the ACTHD Executive team. The ideal candidate will demonstrate sensitivity, have an adaptive leadership style, reflective and flexible in their approach, and a preparedness to work in partnership with business areas to understand and resolve complex HR matters.

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

Note: This position is available immediately for six months with possibility of extension up to 12 months and/or permanency.

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

How to apply: Please submit a response (no more than two pages) to the 'What You Require' section of the Position Description, outlining your relevant Skills, Knowledge and experience along with your current curriculum vitae and contact details of two referees (one must be current or recent supervisor).

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

Contact Officer: Sangeeta Gupta (02) 5124 9825 Sangeeta.Gupta@act.gov.au

Infrastructure, Communication & Engagement

Executive Branch Manager, Strategic Infrastructure

Executive Level 1.2 \$235,922 - \$245,343 depending on current superannuation arrangements, Canberra (PN: E1088)

Gazetted: 26 April 2023

Closing Date: 2 May 2023

Details: Strategic Infrastructure Division is responsible for Territory-wide health infrastructure policy, strategy and design, including public hospital campus planning. The division also has responsibility for ACT Health's Territory-wide property portfolio. The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The workplace is flexible, and output focussed with a strong culture of work/life balance coupled with the delivery of high-quality results.

As the Executive Branch Manager, Strategic Infrastructure, you will have an understanding of the planning and delivery of infrastructure projects in the ACT context, particularly an understanding of Government processes including Ministerial, Cabinet and business case processes. You will be an enthusiastic strategic thinker who can contribute to a positive culture, work well with a wide range of people and agencies and come to work with a positive attitude and delivery mentality.

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.

The successful applicant will model our values of respect, integrity, collaboration and innovation.

Note: This position is available from 16 June 2023 until 16 October 2023. Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$235,922 - \$245,343 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$209,347.

To apply: Please provide one page pitch against the Executive Capabilities and Duties/Responsibilities, a current curriculum vitae and contact details for two referees to Liz Lopa via email to Liz.Lopa@act.gov.au

Contact Officer: Liz Lopa (02) 5124 9805 Liz.Lopa@act.gov.au

ACT Integrity Commission

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

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

Corruption Prevention and Engagement

Assistant Director, Governance and Compliance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61181)

Gazetted: 20 April 2023

Closing Date: 15 May 2023

Details: This position sits in the Commission's Corruption Prevention and Engagement (CP&E) Team. The team consists of three subsections, including:

Corruption Prevention and Education
Governance and Compliance, and
Communications and Engagement.

The Governance and Compliance section provides support, advice and management of a range of corporate governance functions for the Commission, and ensures the Commission is best placed to meet the broad range of mandatory reporting and compliance requirements to which it is subject as a law enforcement agency and public sector entity.

Position overview

This position is responsible for establishing and maintaining the Commission's corporate governance arrangements, including in relation to risk management, fraud and corruption control, internal audit, business continuity, records management, property management and protective security.

This position is also responsible for ensuring the Commission complies with all mandatory reporting requirements under the IC Act, the PID Act, and any other Territory or Commonwealth legislation which imposes a reporting obligation on the Commission as a law enforcement agency and public sector entity. This includes reporting to the Inspector of the Commission and preparation of the Commission's annual report.

The position may also manage a small team responsible for providing office management, and executive and administrative support for the Commission.

What you will do

Operating under broad direction, and working with a high degree of independence and leadership:

Develop, implement and manage the Commission's policies and systems covering risk management, fraud and corruption control, corporate governance, internal audit and business continuity.

Perform the functions of agency security advisor and manage the Commission's compliance with the mandatory requirements of the Protective Security Policy Framework (PSPF).

Oversee the management of the Commission's property, including facilities maintenance and upgrades, and asset management, including any associated procurement and contract management activities.

Oversee and maintain the Commission's information and records management program and systems in accordance with the *Territory Records Act 2002*.

Manage delivery of the Commission's full suite of statutory reporting obligations, including delivery of the Commission's annual report in conjunction with the Assistant Director, Communications and Engagement.

Assist with the Commission's internal budget and financial processes in accordance with the *Finance Management Act 1994* and other relevant legislation.

Anticipate and identify relevant internal stakeholders' expectations and concerns and adapt communication styles to present messages in a clear and concise manner.

Other functions as required to ensure the effective and efficient operation of the Commission.

This role will have substantial and direct engagement with the Commission's Chief Executive Officer and Senior Management Group.

Eligibility/Other requirements:

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the five years immediately before the day of the proposed appointment, been an ACT public servant.

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification.

A full driver's licence is preferred but not essential.

The position may involve some domestic travel.

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications must include:

A current curriculum vitae, and

A written response (a pitch) of no more than two A4 pages which demonstrates how your skills, knowledge and experience address the selection criteria outlined in the 'What you require' section of the Position Description.

If you are unable to submit your application online, please contact the Commission on (02) 6205 9899 or at info@integrity.act.gov.au.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Kimpton (02) 6205 1937 Nick.Kimpton@integrity.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

Strategic Communication and Engagement

Director, Content and Engagement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44668-02AD1)

Gazetted: 21 April 2023

Closing Date: 5 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

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

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We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

We work hard to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time:

- bring an audience-first lens to your work, informed by research, insights and evaluation
- work with stakeholders in partnership with a strong client service ethic
- enjoy working in a fast-paced environment, be flexible and open to change
- be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

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

- Adaptability for change in a diverse and high-paced environment.
- Well-developed organisational skills with a high degree of drive and responsiveness.
- Excellent oral and written communication skills, particularly in producing high impact products and content.

Position Requirements/Qualifications:

- Relevant tertiary education qualifications and a minimum of five years' experience working professionally in communications is required.
- Leadership and management experience with a strong record of achievement in a similar role.
- The successful applicant will need to be available for occasional weekend and after-hours work with access to recovery leave.
- IAP2 (International Association of Public Participation) certification.
- 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.

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

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

Contact Officer: Elaine Greenaway 02 5124 9527 Elaine.Greenaway@act.gov.au

Medical Services

Pharmacy

Pharmacy Accuracy Checking Technician

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 60137, several - 02A6C)

Gazetted: 20 April 2023

Closing Date: 8 May 2023

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Position Overview

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

www.canberrahealthservices.act.gov.au

Have you got a Cert IV in Hospital / Health Services Pharmacy Support or a Cert IV in Community Pharmacy Dispensary and 2 years post qualification work experience? Would you like to take your career to the next level?

Canberra Health Services Pharmacy department is looking for highly motivated pharmacy technicians to join our team to delivery exceptional health care to patients admitted at our hospitals. We have partnered with the Pharmaceutical Society of New Zealand to run a successful Pharmacy Accuracy Checking Technician (PACT) training program. The mandatory qualifications for entry into the program were recently changed allowing more applicants to be eligible to join the 2023 cohort of PACT trainees. Certified PACTs are also welcome to apply!

Pharmacy sits within the Medical Services Group which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff. The department provides a range of clinical services to inpatients and outpatients including several specialised services. The pharmacy team charter is “*Our competent and professional team will provide a contemporary and forward-thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community*”

The role of a pharmacy technicians is to participate as an active member of the pharmacy team to promote and provide exceptional patient care by ensuring the safe, efficient, and cost-effective distribution of pharmaceutical in CHS while working alongside and under the supervision of a registered pharmacist.

This role includes working in an extended scope pharmacy technician role, as a qualified Pharmacy Accuracy Checking Technician (PACT) to perform the final accuracy check of dispensed prescriptions. This role therefore requires successful completion of the PACT training program within 12 months of appointment to the position and the need to maintain the PACT qualification. CHS pharmacy have signed an agreement with the Pharmaceutical Society of New Zealand College Education and Training to provide the PACT Training Program within the Australian context.

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

Attention to detail

Self-motivated and enthusiastic

Excellent communication skills

Position Requirements/Qualifications:

Mandatory

Certificate IV in Hospital and Health Services Pharmacy Support OR Certificate IV in Community Pharmacy Dispensary qualifications AND

At least 2 years full-time hospital pharmacy experience post obtaining certificate IV Hospital and Health Services Pharmacy Support qualification.

PACT certification OR ability to meet the pre-requisites for enrolment in the PACT training program provided through College, Education and Training at Pharmaceutical Society of New Zealand

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

Professional membership with Society of Hospital Pharmacists of Australia (SHPA)

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.

Note: This is a temporary position available immediately for 18 months with the possibility of permanency.

Contact Officer: Monica Rayson 02 5124 7106 monica.rayson@act.gov.au

Mental Health, Justice Health, and Alcohol & Drug Services

MHS Neuropsychology

Clinical Neuropsychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 22804 - 02A52)

Gazetted: 20 April 2023

Closing Date: 11 May 2023

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Position Overview

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

www.canberrahealthservices.act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services via inpatient and outpatient settings (e.g., hospital, community health centres, justice health facilities, people's homes). MHJHADS aim to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government services to ensure the best possible outcomes for consumers.

An exciting opportunity exists for a Clinical Neuropsychologist to join the friendly and supportive MHS Neuropsychology team. The team provides high quality neuropsychological services to consumers across all programs of MHJHADS including:

Child & Adolescent Mental Health Services

Adult & Older Persons Mental Health Services

Alcohol & Drug Services

Justice Health Services

Secure Mental Health Inpatient Services
MHS-Intellectual Disability
Adult Mental Health Rehabilitation Unit
Adult Mental Health Day Service

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

The overall functions of the Clinical Neuropsychologist include:

Promoting positive client outcomes through high-quality clinical services

Providing individual or group service delivery

Performing normal professional work under general professional guidance

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

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

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

About You

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

Behavioural Capabilities

Ability to manage confidential and sensitive information.

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

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

Position Requirements/Qualifications:

Mandatory

Postgraduate psychology qualification - Masters/Doctoral degree in Clinical Neuropsychology

General psychology registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (Ahpra).

Area of Practice Endorsement in Neuropsychology and eligibility to supervise higher degree students. Applicants with an AOPE who are not yet a Board approved supervisor are still encouraged to apply.

3 years (ideally 5) 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

Previous experience working in a mental health setting

Current driver's licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

This position is part-time at (18:22) hours per week and the full-time salary noted above will be pro-rata.

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

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Adult Community Mental Health Services

Specialist / Senior Specialist – Older Person Psychiatrist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 25535 - 027L3)

Gazetted: 20 April 2023

Closing Date: 14 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: <https://www.health.act.gov.au/>

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

Adult Community Mental Health Services are specialist community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. Services include;

Adult Community Recovery Services

Older Person Mental Health Community Services

Mental Health-Intellectual Disability Services

Access Mental Health

MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have specialist experience in General Psychiatry and a Certificate of Advanced Training in Psychiatry of Old Age, or currently working towards completion of the certificate, and high-level skills relevant to both inpatient and community services, including 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.

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

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital & 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 have specialist experience in Older Person's Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. You will:

Provide direct psychiatric services in a variety of settings, including the provision of ECT services.

Teach and supervise psychiatry trainees and medical students.

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 LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

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

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

Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties; and

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

Position Requirements/Qualifications:

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

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

Hold a Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or an equivalent higher specialist qualification, and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory

Has completed or currently undertaking the relevant Certificate of Advanced Training in Psychiatry of Old Age and/or a minimum of two years' experience working professionally in Older Person's Psychiatry.

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.

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.

Current driver licence is preferred.

Knowledge of the Mental Health Act 2015 and other related legislation.

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.

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

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

Contact Officer: Dr Azra Sabir Dr Azra Sabir 02 5124 0000 azra.sabir@act.gov.au

**Procurement and Supply
Supply Chain**

Assistant Director, Supply Chain

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60561 - 02A4Z)

Gazetted: 20 April 2023

Closing Date: 10 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

Canberra Health Services has an exciting opportunity for an experienced and engaging Supply Chain leader who will provide specialist advice and support to stakeholders to facilitate the successful delivery of procurement activities, in accordance with CHS procurement processes.

- Grow your career, broaden your procurement knowledge and support the growth of Canberra Health Services.
- Role offers work flexibility and salary sacrifice arrangements.

Position Overview

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www.canberrahealthservices.act.gov.au

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

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

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

- Supply Chain activities are consistently managed across the organisation;
- compliance with all relevant legislation is achieved;
- staff coordination and maintaining a high performing team are achieved whilst adhering to safe work practices at all times;
- best practice supply chain processes are implemented; and,
- value for money is achieved for CHS.

We are seeking a supply chain specialist with a strong customer centric approach to their practice. You will be familiar with supply chain and ERP principles and enjoy working in partnership with others. You will provide specialist advice and support to stakeholders to facilitate the successful delivery of procurement activities, in accordance with CHS procurement processes. The Assistant Director of Supply Chain will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences.

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

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

ABOUT YOU

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:

- Effective and positive leadership skills
- Responsible and dependable team member
- Strong organisational skills with a high degree of drive
- Adaptive and flexible in a dynamic environment with changing priorities
- Displays critical thinking skills and is a creative problem solver who can influence successful outcomes

Position Requirements/Qualifications:

Mandatory

- Class C driver's license
- Demonstrated experience Microsoft Suite including Office Word and Excel skills
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- 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

- Five years' experience working professionally in private or public sector leading a high performing team in a demanding client environment.
- Supply Chain Management or Procurement experience.
- Advanced Spreadsheet, Report writing and HR skills.
- Extensive analytical/ERP background.
- 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: Selection may be based on written application and referee reports only.

Contact Officer: Jacqueline Williams (02) 5124 3109 jacqueline.williams@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Cancer Services

Palliative Care Research Officer

Research Officer Grade 2 \$76,255 - \$82,566, Canberra (PN: 56360 - 02AAD)

Gazetted: 20 April 2023

Closing Date: 4 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

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www.canberrahealthservices.act.gov.au

The research officer position provides key support and coordination of clinical research projects undertaken by the Palliative care trials service at the Canberra Hospital. The dominant trial is the multi-site iSupport for carers of people with dementia trial, but other work including collaborative studies with the Palliative care clinical studies collaborative (PaCCSC) and Cancer Symptom Trials (CST) collaborative groups.

The main responsibilities of the research officer will be to act as a supporting person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics approvals, and contractual and regulatory management and collaboration with other clinical trial staff. You will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice thereby allowing the engagement of future clinical trials. His/her work is under the Director of Palliative Care and Palliative Care CNC.

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

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

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

Strong organisational skills with a strong work ethic.

Position Requirements / Qualifications

Mandatory

- Relevant health professional qualifications, or Bachelor of medical science and experience working professionally in Academic knowledge or practical experience of clinical trials coordination 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.

Desirable

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

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary part-time position at 29.40 hours per week available immediately for six months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

Contact Officer: Michael Chapman 0401 001 623 michael.chapman@act.gov.au

Nursing and Midwifery, Patient Support Services

Nursing and Midwifery Workforce Unit

Recruitment Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 60585 - 02A65)

Gazetted: 20 April 2023

Closing Date: 8 May 2023

Details: Have you ever wanted to be a part of a dynamic and fast paced team and have great customer service skills? The Nursing and Midwifery Workforce Unit is seeking a motivated and enthusiastic person to undertake the role of Recruitment Officer.

We work hard, support each other, and enjoy what we do. This is your opportunity to join our team!

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

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.

The Division of Nursing & Midwifery and Patient Support Services (NMPSS) plays a key role in developing a collaborative and strategic approach to nursing & midwifery and patient support services for CHS.

The Division includes Nursing Support Services (including the E-Rostering Unit, the Nursing and Midwifery Resource Office, Nursing and Midwifery Workforce Unit, Tissue Viability Unit, Infection Prevention and Control Unit, Occupational Medicine Unit); and Patient Support Services (including Ward's persons, Hospital Assistants, Ward Clerks, the Central Equipment and Courier Service). In addition, the Division provides high quality strategic leadership and direction to the NMPSS workforce.

The Nursing and Midwifery Workforce Unit is a newly formed team within NMPSS and will support identifying the various vacancies to be filled. A structured workflow will be created that will see the nursing and midwifery

vacancy timeframes reduced and support the retention of a talented workforce – both across CHS and within the new Critical Services Building (CSB).

The Canberra Hospital Expansion Project – CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by CHS.

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

The Administrative Support Officer will undertake various activities to assist with establishing this new workforce unit and its ongoing functions including providing support to the CSB project where required.

About You

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Behavioural Capabilities

Well-developed organisational skills with a high degree of drive.

Well-developed communication skills and a high attention to detail.

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

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 Safety and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Victoria Schmahl 51240992 Victoria.Schmahl@act.gov.au

Procurement and Supply

Supply Operations

Assistant Director, Supply Operations

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60559 - 02A55)

Gazetted: 21 April 2023

Closing Date: 10 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

Canberra Health Services has an exciting opportunity for an experienced and engaging Supply Operations leader in the commissioning and opening of a new distribution centre for Canberra Health Services. This is an essential role in the safe and efficient delivery of services to the Canberra Health Sector.

- Role offers work flexibility and salary sacrifice arrangements.

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 Assistant Director, Supply Operations (SOGC) is a critical role within our organisation that reports to the Director, Supply Operations (SOGB) under the Senior Director (Infrastructure Manager/Specialist 3), who leads the Procurement and Supply Branch within Chief Financial Officer (CFO) Division.

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

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

- Supply Operations activities are consistently managed across the organisation;
- compliance with all relevant legislation is achieved;
- Staff coordination and maintaining a high performing team are achieved whilst adhering to safe work practices at all times;
- best practice supply chain operational processes are implemented; and,
- value for money is achieved for CHS.

We are seeking a supply chain manager with a strong operational experience. You will be familiar with supply chain and ERP principles and enjoy working in partnership with others. This is a multi-disciplinary role and is responsible for the day-to-day activities of Supply Operations at the CHS Distribution Centre or Canberra Hospital. You will provide operational advice and support to key stakeholders, including our customers and vendors, to facilitate the successful delivery of supply chain activities, in accordance with CHS Procurement and Supply processes. The Assistant Director of Supply Operations will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences.

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

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

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:

- Effective and positive leadership skills
- Responsible and dependable team member
- Strong organisational skills with a high degree of drive
- Adaptive and flexible in a dynamic environment with changing priorities
- Displays critical thinking skills and is a creative problem solver who can influence successful outcomes

Position Requirements/Qualifications:

Mandatory

- Class C drivers license
- Demonstrated experience Microsoft Suite including Office Word and Excel skills
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- 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

- Five years' experience working professionally in private or public sector leading a high risk operational team in a demanding client environment.
- Formal training in Manual Handling and Work Health & Safety.
- Supply Chain Management or Procurement experience.
- Advanced Spreadsheet, Report writing and HR skills.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Rob Swain Rob Swain (02) 5124 3100 rob.swain@act.gov.au

Clinical Services

Surgery

Office Manager - Division of Surgery

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 38243-02AC9)

Gazetted: 21 April 2023

Closing Date: 5 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:

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

Office Manager positions sit within the ACT Trauma Service, General Surgery and Acute Surgery Unit and the Capital Region Retrieval Service (CRRS). These positions are an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of major trauma and surgical patients. The Office Managers work flexibly and collaboratively across these interconnected services to provide leadership and high-level administrative support to enable the efficient management of the administration functions of these services. These positions support the Unit Director of these services in achieving strategic and operational objectives.

CHS is formally recognised as a Major Trauma Service within the NSW/ACT trauma networks providing a tertiary trauma referral service to the ACT, Southern NSW Local Health District, and parts of Murrumbidgee Local Health District. The ACT Trauma Service at CHS aims to provide best practice care for trauma patients. The multidisciplinary trauma team includes medical, nursing, allied health and support staff who are committed to providing exceptional health care to trauma patients. The Office Manager will provide administration support to the Unit Director of the ACT Trauma Service, staff working within the ACT Trauma Service and to the Prevent Alcohol and Risk-related Trauma in Youth (PARTY) program.

The Acute Surgical Unit and General Surgery team provide care primarily to abdominal surgical patients from assessment in the Emergency Department, admission to hospital through to discharge, and ongoing care as an outpatient. The Office Manager provides administration support to clinicians, the units inpatient and outpatient services and to the Unit Directors.

The CRRS provides the flight doctors for the SouthCare Helicopter. This is a rotatory service and forms part of the Southern NSW Ambulance Helicopter network. SouthCare covers a large geographical area to the southern areas of the state of NSW extending from Goulburn to Hay in the west, south to the Victorian border / northeast Victoria and the east coast from Nowra to Mallacoota. The CRRS also provides clinical governance, medical education and training in Retrieval Medicine, telemedicine and co-ordinates retrieval and transfers of patients. The medical staff that work as part of the CRRS are highly skilled Emergency Medicine, Intensive Care or Anaesthetic specialists and senior registrars. The Office Manager provides administrative and data support to the CRRS. This position may also provide data support to other services if required.

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:

- A commitment to providing high quality customer service.
- Adaptability and flexibility to accommodate change.
- Shows initiative to identify areas for improvement

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Melissa Warylo (02) 51240931 Melissa.Warylo@act.gov.au

Chief Executive Officer

Allied Health

Acute Allied Health Services

Clinical Neuropsychology Lead

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 21852 - 02A7D)

Gazetted: 20 April 2023

Closing Date: 9 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

The Canberra Health Services Division of Allied Health Services provides a range allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

An exciting opportunity exists for a Clinical Neuropsychologist to join the friendly and supportive Psychology team in the Division of Allied Health. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality clinical neuropsychology assessment and intervention as part of the Allied Health team providing services to a range of services from acute ward settings to specialised outpatient services such as Neurology and Neurosurgery.

The overall functions of the Neuropsychologist will be:

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.

Perform a consultative role when expert matter advice is required relating to Neuropsychology area of practice.
May perform novel, complex, critical or difficult tasks within scope of practice at a high level of expertise.
Participate in the supervision and training of other staff, as directed.
This position will report to the Psychology Manager, Acute Allied Health Services.

About You

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

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Strong interpersonal and communication skills.

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

Position Requirements/Qualifications:

MANDATORY

- Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Neuropsychology.
- General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA).
- Area of Practice Endorsement in Neuropsychology.

Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Neuropsychology.

- 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.

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

DESIRABLE

- Previous experience working with a multidisciplinary team in an acute care setting.
- Current driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary part-time position at 29.40 hours per week available immediately for 12 months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

Contact Officer: Elissa Jacobs (02) 5124 2045 Elissa.Jacobs@act.gov.au

Procurement and Supply

Supply Operations

Supply Operations Office - Audit & Compliance

Health Service Officer Level 9 \$79,105 - \$89,398, Canberra (PN: 60567 - 02A5B)

Gazetted: 20 April 2023

Closing Date: 10 May 2023

Our Vision: creating exceptional health care together

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

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Canberra Health Services has an exciting opportunity for an experienced Supply Operations Officer in the commissioning and opening of a new distribution centre for Canberra Health Services. This is an essential audit and compliance role to ensure the safe and efficient delivery of services to the Canberra Health Sector.

This role offers salary sacrifice arrangements.

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 Financial Officer Division is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO Division is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the CFO Division include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Health Information Unit and Procurement & Supply. The position reports to the Assistant Director of Supply Operations, in the Procurement and Supply unit of Canberra Health Services.

This position is primarily located at the CHS Distribution Centre and may be required to work periodically at other CHS sites.

About You

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

Behavioural Capabilities

- Responsible and dependable team member
- Strong organisational skills with a high degree of drive
- Adaptive and flexible
- Creative problem solver who can influence successful outcomes

Position Requirements/Qualifications:

Mandatory

- Current forklift license
- Unrestricted rigid truck licence (minimum MR)
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable

- Minimum 5 years experience in supply chain operations or similar discipline
- Cert IV Training and Assessment
- Basic Microsoft Office Word and Excel skills

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: Rob Swain Rob Swain (02) 5124 3100 rob.swain@act.gov.au

Rehabilitation, Aged Care and Community Services

UCH Allied health

Exercise Physiologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 40377 - 029RR)

Gazetted: 20 April 2023

Closing Date: 4 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

The RACS Rehabilitation service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, mental health issues and chronic conditions. We provide assessment and therapeutic intervention for client populations in both rehabilitation and aged care settings. Exercise Physiology positions based at the University of Canberra Hospital will rotate through the RACS services, including inpatient wards, mental health services and outpatient services. The RACS exercise physiologists work closely with RACS physiotherapists and the multidisciplinary team.

Under professional supervision from the Lead Professional for Exercise Physiology, Exercise Physiologists are responsible for playing a key role in delivering high quality patient centred care and associated functions to support service delivery across clinical programs and areas. Services and functions include;

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

Promoting individual or group service delivery.

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

Clinical supervision is provided by the HP3 Exercise Physiologist at UCH, with informal and formal professional development opportunities regularly available.

This position(s) may be required to participate in overtime, weekend, on call and/or rotation roster.

Duties

Under limited direction of the RACS Physiotherapy and EP Manager you will perform clinical, administrative and educational duties related to the care and wellbeing of CHS consumers and staff. You will:

Provide appropriate skilled clinical assessment and intervention across a range of clinical areas, liaise with carers and other service providers as required.

Exercise independent judgement on routine matters and perform novel, complex, or critical tasks under professional supervision, decreasing as expertise increases.

Complete clinical and administrative data collection and evaluations, adhering to standards.

Assist in the supervision and education of other Allied Health staff, as directed including participating in education programs for area of clinical service delivery.

Participate in the development, analysis, evaluation and planning of services in specific area of work, as required.

Participate in the organisation as appropriate and the implementation of clinical governance activity, quality improvement projects, research programs, and health promotion in areas relevant to service.

Participate in supervision, continuing professional development and performance appraisal and development.

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

About You

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

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

Position Requirements/Qualifications:

Mandatory Tertiary qualifications (or equivalent) in Exercise/Sports Science or similar.

Eligible for accreditation with Exercise and Sports Science Australia (ESSA).

Current drivers licence.

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

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

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

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

Undergo a pre-employment National Police Check.

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 temporary position available for a period of eight months.

Contact Officer: Megan Sullivan 51240074 Megan.sullivan@act.gov.au

Child and Adolescent Mental Health Services

CAMHS Acute service

Paediatric Liaison Clinician

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 49488 - 029SJ)

Gazetted: 20 April 2023

Closing Date: 4 May 2023

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Position Overview

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

www.canberrahealthservices.act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided 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 and Drug Services (ADS)

Child and 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.

CAMHS Acute Services is made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

CAMHS HLT provides a specialist Mental health Liaison service to the Paediatric Adolescent Ward (PAW) for young people up to the age of 16 who are experiencing moderate to severe mental health issues who require an assessment and safety management.

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 and provide clinical supervision to HP2, HP3 and allied health assistants.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

The role is a Part-time role over 11.5 months, 4 days per week. (29.4 hours per week) –

DUTIES

Under limited direction of the CAMHS Acute Senior Manager you will:

Provide clinical mental health assessments and take a lead role in the crisis and safety management of young people presenting with complex mental health presentations to The Canberra Hospital. Liaise, consult, and participate in consultation of the clinical management of young people within a hospital setting.

2. Provide a Mental Health Liaison service to the Paediatric inpatient ward. To work collaboratively with the paediatric ward staff in crisis and safety management of young people in an inpatient setting with complex mental health needs.

3. Build and nurture relationships within the hospital, community sector/GPs in line with CHS Mental Health's objective of enabling that sector to provide more complex care.

4. Participate in and provide clinical expertise in regard to mental health assessments, safety planning, case presentations and clinical case reviews, promoting collaborative treatment approaches within a recovery framework.

5. Undertake and provide clinical supervision and professional development activities including the provision of community/stakeholder education. Promotion via presentations and engagement with a range of community stakeholders.

6. Actively participate in CAMHS Service development and quality improvement through membership on committees and working parties. Develop strategies and evaluation processes to ensure compliance with relevant legislation and continual improvement.

7. Be available to work within all program areas of CAMHS service needs arise.

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

About You

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

Behavioural Capabilities

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:

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 3 years (preferable 5 years) 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 3 years (preferable 5 years) 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 3 years (preferable 5 years) 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:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease.
- Comply with ACT Health credentialing and scope of clinical practice requirements.

Note: This is a part-time temporary position available for 11.5 months at 32 hours per week. The full-time salary noted above will be paid pro-rata. Appointment to the position may be based on written application and referee reports only.

Contact Officer: Norette Leahy 0251241095 Norette.Leahy@act.gov.au

Finance and Business Intelligence

Chief Financial Officer

Health Information Services

Administration Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33324 - 02A3A)

Gazetted: 24 April 2023

Closing Date: 8 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

The Chief Financial Officer (CFO) Branch is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer of Canberra Health Services. The CFO Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The main sub-units within the CFO branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, and Health Information Services. Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to and release of personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

The Administration Manager is responsible to the Operations Manager. This role will be responsible for leading a team consisting of approximately 30 administration officers across health record management activities including scanning, deficiency analysis and chart correction. The Administration Manager will provide day to day supervision of staff, human resources support including recruitment as well as the ability to extract and report on data relating to scanning and deficiency tracking.

About You

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Effective communication skills and a high attention to detail.

Strong leadership skills.

Possess, or capacity to quickly acquire skills, qualifications, and knowledge in the operational setting, conduct preliminary assessments writing or conflict resolution.

Position Requirements / Qualifications

- A minimum 2 years' experience working as a supervisor or manager leading teams, preferably in healthcare 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.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Robyn Lunt (02) 5124 3331 robyn.lunt@act.gov.au

People and Culture

Workforce Capability

Clinical Development Nurse - Transition to Practice Program

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 15852-02ABN)

Gazetted: 21 April 2023

Closing Date: 5 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

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

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity, and inclusion, general clinical, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards, and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (L&D) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS. The CHS Transition to Practice Program (TTPP) for Enrolled and Registered Nurses is a 12-month structured program designed to provide a smooth transition from student to registered practitioner via orientation workshops, clinical and professional support, feedback and guidance during the first year of clinical practice in the workforce. This program is facilitated by Workforce Capability (WC).

The role also works closely with clinical educators and managers across Divisions to support the learning, development and psychosocial needs of TTPP nurses.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

About You

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Behavioural Capabilities

- Strong organisational skills (including simultaneously managing and prioritising multiple issues) with a high degree of drive
- An ability to work respectfully in partnership, with a range of stakeholders, while simultaneously demonstrating leadership
- Strong ability, skills and enthusiasm for adult learning and provision of educational needs of novice nurses.

Position Requirements/Qualifications:

Mandatory

- Extensive clinical experience, with a minimum of 3 years post graduate, competency in advanced nursing practice and ability to provide guidance to less experienced nursing staff.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Experience in the development and facilitation of education and clinical assessments including clinical debrief.
- Hold a Certificate IV in Workplace Training and Assessment or certificates for relevant skills sets.
- Current ACT Drivers 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

- Current clinical experience as a CDN 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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary part-time position at 32 hours per week for six months with the possibility of extension and/or permanency, the salary noted will be pro rata.

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

Contact Officer: Helen Cutler (02) 5124 2437 Helen.Cutler@act.gov.au

Allied Health

Social Work

Social Worker - Canberra Hospital

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25557 - 02AAG)

Gazetted: 26 April 2023

Closing Date: 12 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

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

The Acute Allied Health Services Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

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

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

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

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

About You

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications and a minimum of 3 years' experience working professionally in Social Work. Degree in Social Work (or equivalent).

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

The successful applicant will need to be participate in weekend and after-hours work on a roster and shutdown. 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.

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

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

Note: This is a temporary position available for 14 months. Selection may be based on written application only. An order of merit may be established for fill future vacancies; permanent and temporary, at level over, the next 12 months.

Contact Officer: Patrice Higgins 51242316 Patrice.Higgins@act.gov.au

Infrastructure and Health Support Services

Infrastructure and Health Support Services

Facilities Management

Director, Project Coordination

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60433 - 028UV)

Gazetted: 21 April 2023

Closing Date: 10 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

The Director Project Coordination is an exciting new role at Canberra Health Services. It will provide a great opportunity to work in the largest healthcare infrastructure project undertaken in the Territory's history.

Interested?

Position Overview

The Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The Canberra Hospital Expansion Project includes the design and construction of a new 44,000m² acute clinical services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, cardiac care unit and inpatient beds.

The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

Construction completion of the CSB project is Q1 2024 and go live of the facility for clinical services is Q3 2024.

The Facilities Management branch within IHSS will be responsible for all planned and on demand maintenance activities.

The Director Project Coordination will be responsible for developing a commissioning project plan and ensure key timeframes and deliverables are met by engaging with key stakeholders.

This role will oversee and co-ordinate Facilities Management building commissioning activities for the CSB and whilst reporting to the Facilities Management (FM) Executive Branch Manager (EBM), will work closely with the Executive Group Manager, Campus Modernisation on CSB related matters.

The role will lead the Facilities Management requirements in preparation for Go Live of the CSB.

Duties

Under the direction of the EBM, you will:

Project manage and oversee several Facilities Management divisions in the preparedness to operate and maintain the new CSB on Go-live:

In preparation for the go-live, oversee and coordinate activities relating to maintenance contract development, building commissioning, post-go-live maintenance processes, and asset management processes related to Facilities Management.

During the building go-live preparedness, engage with multiple stakeholders, including but not limited to CSB project managers, the project head contractor, maintenance contractors, and internal FM staff during the construction phase through to project completion.

In coordination with the FM Management Team, project manage commissioning outcomes that ensure compliance with related standards, codes of practice, Australasian Health Facility Guidelines and CHS Standard Inclusions.

Coordinate defects, maintenance and project related issues.

Establish action plans, critical indicators, programs, and performance measures to guarantee timely and accurate interface with FM, the head contractor and Major Projects Canberra (MPC).

Coordinate and review the acceptance of handover documentation and operation and maintenance manuals on behalf of FM, ensuring assets are captured on the CHS asset register and aligned with the CHS standard inclusions.

Manage FM activities required to be undertaken to support the operational commissioning implementation program which will be executed during the period between practical completion and go live.

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

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, lesbian, gay, bisexual, transgender/gender diverse, intersex and queer (LGBTIQ+) are particularly encouraged to apply.

Behavioural Capabilities

- Effective change and stakeholder management skills.
- Strong interpersonal written and skills to successfully liaise and negotiate with a wide range of stakeholders.
- Strong skills in being able to manage competing priorities successfully and in having a flexible approach to decision making.

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:

- Relevant qualifications in Project Management or 5-years' relevant experience.
- Knowledge and experience of the technical requirements affecting health services and assets.

The successful applicant will:

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

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

- Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 21 months.

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

Chief Executive Officer

Allied Health

Acute Allied Health Services

Physiotherapy Paediatric Development

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 33312 - 02AC3)

Gazetted: 21 April 2023

Closing Date: 10 May 2023

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

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www.canberrahealthservices.act.gov.au

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings based primarily in the Centenary Hospital for Women and Children. This position is a temporary twelve-month training position in Paediatrics and Neonatology with the aim of providing on-the-job learning and training and clinical knowledge and skills acquisition within AAHS Physiotherapy Paediatric team. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient care.

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

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

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

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

Note: You will be required to participate in AAHS Physiotherapy overtime and restricted on-call rosters to support 7-day service delivery.

About You

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Effective communication and interpersonal skills.

Position Requirements / Qualifications

Mandatory

- Relevant Tertiary qualifications (or equivalent) in Physiotherapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- At least one year of full-time equivalent work experience as a physiotherapist.
- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Kerry Boyd (02) 5124 2670 / 0421 577 709 Kerry.Boyd@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Acute Mental Health Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 12192 - 02ACS)

Gazetted: 21 April 2023

Closing Date: 10 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

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www.canberrahealthservices.act.gov.au

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

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit these units are for people experiencing moderate to severe mental illness. These units provide 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 patient, their carers' and other key services. MHSSU is a 6-bed low dependency inpatient unit in the ED for people requiring 48-72 hour admission or extended mental health assessment and or treatment initiation.

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

Proven advanced clinical experience in a leadership role.

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

Strong organisational skills with a high degree of drive.

Position Requirements / Qualifications

Mandatory

- Relevant Registered Nurse qualifications and a minimum of 3 plus years' experience

Experience working in Mental Health

- 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.
- It is expected that in this position you will provide high quality advanced nursing skills, leadership and care to achieve sound outcomes for patients. This includes the provision of high-quality customer service to the patients, carers and other staff of MHJHADS. Although primarily responsible for the 12B MHU and MHSSU, this position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultants for AMHU

HDU and AMHU LDU to ensure optimum service delivery and best practice across the service. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Reliable, Progressive, Respectful and Kind.

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.
- Hold or be working towards Post graduate qualifications in nursing, education, or related field.
- Current driver's licence.
- Current leadership or management experience

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: Shaun Bayliss (02) 5124 5406 Shaun.Bayliss@act.gov.au

Medical Services

Pharmacy

Dispensary Manager

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 60478 - 02A8N)

Gazetted: 24 April 2023

Closing Date: 8 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

Canberra Health Services (CHS) Pharmacy team is looking for a talented and experienced pharmacy technician, with management and leadership experience, to co-ordinate and lead the pharmacy dispensary team to deliver exceptional patient centred services to our patients.

The position is a senior leadership position within the pharmacy team.

CHS Pharmacy is a progressive department and runs a successful Pharmacy Accuracy Checking Technician (PACT) training program in partnership with Pharmaceutical Society of New Zealand, a successful SHPA accredited residency program and accredited Advanced Training Residency Programs.

About CHS pharmacy dispensary services

CHS pharmacy dispensary team provides inpatient, discharge, and outpatient services to patients of Canberra Hospital, Canberra Health community health centres and community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services. The dispensary service works closely with the clinical pharmacy team to dispense approximately 800 prescriptions per day following clinical review for safety and appropriateness by clinical pharmacists.

Pharmacy sits within the Medical Services Group which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff. The department provides a range of clinical services to inpatients and outpatients including several specialised services. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward-thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

The pharmacy dispensary team consists of pharmacy technicians and pharmacists. Together the dispensary team provides inpatient, discharge, and outpatient services to patients of Canberra Hospital, Canberra Health community health centres and community-based health services including early childhood services, youth and

women's health, dental health, mental health and alcohol and drug services. The dispensary service works closely with the clinical pharmacy team to dispense approximately 800 prescriptions per day following clinical review for safety and appropriateness by clinical pharmacists.

Position summary

The dispensary manager is a senior pharmacy technician who is responsible for providing leadership of the pharmacy dispensary team. This includes providing management, co-ordination, supervision, and training of pharmacy staff rostered in the dispensary team to ensure all patients receive exceptional pharmacy care that is safe, efficient, and accurate.

DUTIES

Under limited direction of the Deputy Director of Pharmacy (Operations) you will lead the pharmacy dispensary to delivery exception patient centred care. You will:

Manage the dispensary services including the co-ordination of workflow, staff resources, and prioritisation of tasks, to deliver safe, accurate and efficient dispensary services as measured by pharmacy department Key Performance Indicators.

In collaboration with the senior pharmacy management team, provide leadership of the pharmacy staff rostered in dispensary services and proactively develop own knowledge and expertise to service the functions of the role and keep abreast of emerging trends in pharmacy dispensary services ensuring the dispensary services are compliant with relevant legislation, practice standards and hospital policies.

Promote the safe, efficacious, and cost-effective use of medicines ensuring the supply of medicines is compliant with the Pharmaceutical Benefits Scheme and Canberra Health Services Formulary requirements.

Ensure ongoing service improvement by investigating and responding to dispensary incident reports and patient feedback and enquiries with escalation when required.

Provide supervision and training of pharmacy technicians, support staff and students rostered in the dispensary team.

Develop and contribute to quality assurance and quality improvement activities, policy and procedure review, practice-based research, and other initiatives to progress the pharmacy dispensary service in line with the organisational strategic plan and values.

Represent the CHS pharmacy department through professional leadership, advocacy and liaison with internal and external stakeholders.

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

About You

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Behavioural Capabilities

Strong organisational skills with a

Well-developed leadership skills

High level of self-motivation and ability to professionally motivate others.

Position Requirements/Qualifications:

Mandatory

- Certificate IV in Hospital/Health Services Pharmacy Support OR Certificate IV in Community Pharmacy Dispensary AND

- Certificate IV in Leadership and Management (or qualification considered equivalent) OR at least 5 years working professionally in a pharmacy dispensary manager role.

- 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

- Professional membership with Society of Hospital Pharmacists of Australia (SHPA)

- 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: Monica Rayson 0251247106 monica.rayson@act.gov.au

Medicine

Ward 4B

Registered Nurse Level 2 Ward 4B

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22303, several - 02A6G)

Gazetted: 21 April 2023

Closing Date: 5 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

Ward 4B is a busy 20 bed ward which accommodates both renal / medical inpatients, more dependent patients awaiting discharge and 10 discharge chairs for independent patients from many specialities across CHS. The ward offers inpatient care to patients admitted with renal dysfunction and multiple co-morbidities as well medical patients with complex conditions and associated complications. Ward 4B also ensures safe discharge of patients from within CHS to home or other facilities.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, especially within the Renal nursing field, skills, and attributes.

The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains: clinical care, leadership, education, safety, and communication.

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

Experienced medical nurse with renal skills an advantage

Strong organisational skills and ability to work within a team environment.

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

Position Requirements/Qualifications:

Mandatory

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

The successful applicant will work a rotating roster to include weekends and night duty.

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 \(act.gov.au\)](#)

Contact Officer: Sumita Das Gupta (02) 51243352 Sumita.DasGupta@act.gov.au

Women, Youth and Children

Maternity

Transition to Practice Program Coordinator

Registered Midwife Level 3.2 \$130,846, Canberra (PN: 60850 - 02A9U)

Gazetted: 21 April 2023

Closing Date: 10 May 2023

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Position Overview

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www.canberrahealthservices.act.gov.au

Centenary Hospital for Women and Children (CHWC) is seeking a Coordinator for the Midwifery Transition to Practice Program and early career midwives. This role will be the touch point for novice practitioners from student to their early career.

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

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

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. CHWC staff are committed to providing a women centred approach where we focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological, spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery. Maternity care options include midwifery led continuity of care models, midwifery led care, and maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region. The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

This is an exciting new role that will be responsible to guide new midwives into the profession. You will work closely with the Clinical Nurse Educator to develop an education plan for new graduate midwives and support them as they transition from student to early career midwife. There is also a strong recruitment component of this role and the opportunity to develop relationships with local and interstate universities.

About You

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Behavioural Capabilities

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

Role model effective communication skills including written, verbal and nonverbal communication processes.

Establish and maintain excellent professional relationships within CHS, external organisations, professional bodies and other groups as required.

Adhere to CHS values, professional and public service codes of conduct.

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

Strong ability, skills and enthusiasm for adult learning and provision of educational needs of novice nurses and clinicians.

Demonstrated leadership and management skills and experience in managing and influencing teams, processes, and practice improvement in a human services environment.

Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

Position Requirements/Qualifications:

Mandatory

Extensive clinical experience with a minimum of 3 years' recent post graduate experience working professionally in midwifery or nursing.

Extensive diverse clinical and leadership/management experience

Sound understanding of Adult Learning Principles

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

Current Australian Drivers 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

A postgraduate qualification in a nursing or midwifery specialty, leadership or clinical education.

Experience in development, delivery, and evaluation of quality improvement projects.

A sound understanding of Microsoft Suite in particular Excel and the use of spreadsheets.

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Wendy Alder 51247392 wendy.alder@act.gov.au

Executive Director of Medical Services

Medical Services

JMO Coordinator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 04535 - 02A9C)

Gazetted: 24 April 2023

Closing Date: 8 May 2023

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Position Overview

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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.

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 communication skills.

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

High degree of common sense and self-awareness.

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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Elaine Howell (02) 5214 2779 elaine.howell@act.gov.au

Medicine

Renal Home Therapies

Renal Home Therapies Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 28936 - 02A6H)

Gazetted: 24 April 2023

Closing Date: 15 May 2023

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 Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care.

The Renal Home Therapies nurse will work with the home therapies team to deliver pre dialysis education, training and monitoring of both peritoneal dialysis and home haemodialysis patients. This position includes participation in provision of after-hours care including the on-call roster.

The position is based at the Canberra Hospital and reports to the Clinical Nurse

Consultant of Renal Home Therapies

About You

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Behavioural Capabilities

Excellent interpersonal skills with a proven ability to provide leadership to and work effectively as part of a multidisciplinary team to provide excellent care.

Drive for ongoing personal and professional development.

Strong organisational skills with a high degree of drive and a positive attitude.

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

Position Requirements/Qualifications:

Mandatory

- Hold or working towards renal post graduate qualification and a minimum of 5 years' experience working professionally in renal nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

- Participation in provision of after-hours care including the on call 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

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)

Contact Officer: Allyson Calvin on allyson.calvin@act.gov.au or (02) 5124 4399

Finance and Business Intelligence

Procurement & Supply

Procurement

Procurement Specialist

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59030 - 02AAK)

Gazetted: 24 April 2023

Closing Date: 10 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

The Chief Financial Officer Division is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO Division is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the CFO Division include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Health Information Unit and Procurement & Supply. The position reports to the Director of Procurement, in the Procurement and Supply unit of Canberra Health Services.

This position will initially be located at the Canberra Hospital and may be required to work periodically at other CHS sites including the CHS Distribution Centre.

ABOUT YOU

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Behavioural Capabilities

- Responsible and dependable team member.
- Strong organisational skills with a high degree of drive with an organised approach to work and management of competing priorities.
- A high-level communicator with demonstrated interpersonal skills to establish and maintain effective working relationships across the organisation.
- Adaptive and flexible with the ability to work with a high degree of autonomy.

- Creative problem solver who can think about future challenges with ability to influence the team and stakeholders to implement innovative solutions.
- Displays critical thinking skills and attention to detail.

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

Desirable

- Diploma in Procurement and Contracting and relevant work experience are highly desired.
- Experience and training in software systems used for data management, communication and word processing, such as Microsoft SharePoint and Microsoft Excel, are highly desirable.
- Knowledge of ACT Government procurement legislation and processes would be an advantage.

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: Kate Scott (02) 5124 2786 kate.k.scott@act.gov.au

Rehabilitation, Aged & Community Services

Oral Health Services

Liaison Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 49109 - 02A7F)

Gazetted: 26 April 2023

Closing Date: 10 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

Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

The Liaison Officer position is currently located in Civic and is part of OHS Administration Team.

Under limited direction, you will play a key role in the coordination of clients removed from Oral Health Service Waiting lists including referral to external providers, processing of claims for payment including Medicare for the Child Dental Benefits Scheme and liaising with both internal and external stakeholders. This role plays a key part of providing eligible clients within timely Dental treatment.

About You

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Behavioural Capabilities

Strong Organisational skills

High level of customer service

Sound time management and communication skills

Position Requirements/Qualifications:

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

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

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: Leasa Anderson (02) 51241731 leasa.anderson@act.gov.au

Mental Health, Justice Health, Alcohol & Drug Services (MHJHADS)

Child and Adolescent Mental Health Services (CAMHS)

Clinical Liaison Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 31652 - 02ABV)

Gazetted: 26 April 2023

Closing Date: 10 May 2023

Details:

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Position Overview

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www.canberrahealthservices.act.gov.au

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.

This position provides clinical support to Youth Step Up Step Down (YSUSD); a sub-acute mental health facility managed by Wellways.

The position sits within the CAMHS service and requires the incumbent to:

Conduct intake/risk assessment and clinical co-ordination for the young adults, aged 18 to 25 years, with complex mental health needs who reside at YSUSD.

Provide onsite clinical support to the staff at YSUSD.

Undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

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

Attraction Y

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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:

For Registered Nurse:

- Tertiary qualifications in Nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Must hold a current ACT 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.

Highly desirable:

- Experience in working with children and young people.
- Minimum of 3 years post qualification experience working professionally in mental health

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)
- Comply with ACT Health credentialing and scope of clinical practice requirements.

Note: The successful candidate will be required to:

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

Contact Officer: Deepa Ambalakunnil 51243133 deepa.ambalakunnil@act.gov.au

Chief Executive Officer

Medical Services

CHS Library & Multimedia

Client Services Librarian

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 56913 - 02A9V)

Gazetted: 26 April 2023

Closing Date: 22 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

CHS Library & Multimedia sits within Medical Services, it provides modern, digital, client focused services and up-to-date, evidence-based, reliable, relevant, and respected, client driven resources and multimedia artifacts, supporting people-centred care, and the research, teaching and training priorities of CHS. Our goal is to continually evolve our services through ongoing co-creation with our clients to ensure favourable online and face-to-face experiences. The position contributes to the success of CHS by providing access to, curating, researching evidence-based medicine and training clients in the use and interpretation of such information. Library & Multimedia staff are one person removed from the patient.

About You

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Behavioural Capabilities

Capacity to build partnerships, work positively and cooperatively and problem solve collaboratively in a team environment and effectively deal with operational and organisational change.

Sound client liaison, written and verbal communications skills and the ability to set priorities for self, working independently as required, while monitoring client service activity progress, responding proactively to ensure client services are delivered within agreed time frames.

Ability to investigate, interpret and evaluate information and apply critical and creative thinking to ensure projects and client services are delivered efficiently and effectively.

Commitment to continuous operational process improvement and the capacity to positively participate in such improvements.

Commitment to continuous skill development and the ability to acquire new skills, particularly in the exploitation and implementation of new technology to deliver library resources and services.

Position Requirements / Qualifications

Mandatory

Relevant Accredited degree in Library and Information Science recognised by the Australian Library and Information Association or equivalent qualifications. Experience working professionally in a library or related information unit is highly desirable.

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

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.

Contact Officer: Jasmine Oldfield (02) 5124 3332 Jasmine.Oldfield@act.gov.au

Rehabilitation, Aged and Community Services

Rehabilitation, Aged and Community Services

University of Canberra Hospital

After Hours Hospital Manager

Registered Nurse Level 4.1 \$130,846, Canberra (PN: 16973, several - 02AEJ)

Gazetted: 26 April 2023

Closing Date: 12 May 2023

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

www.canberrahealthservices.act.gov.au

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

Apply to be part of the team that has established Canberra's first purpose-built rehabilitation hospital. Canberra's first purpose-built rehabilitation hospital supports people recovering from surgery or injury or experiencing mental illness.

The University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community-based rehabilitation services. actions and remains accountable in providing patient care.

This position is based at UCH on the University of Canberra campus and is responsible for the management of human and operation resources after hours. The After Hours Hospital Manager (AHHM) plays an integral role in the medical first response team (Hospital Emergency Response Officers, HEROs) and they are the initial point of contact and manager of hospital emergency situations.

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:

Good leadership skills

Strong organisational skills with a high degree of drive

Innovation, adaptability and flexibility to manage a busy health service

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

Position Requirements/Qualifications:

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

Mandatory

Relevant nursing qualifications.

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.

Hold a current 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

Post graduate qualifications in health management and/or

Post graduate qualifications in Nursing

Hold Intermediate or Advance Life Support Certification

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

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

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

Undergo a pre-employment National Police Check.

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

Note: There are several temporary part-time positions available. One is temporary for five months with possibility of extension or permanency.

One is Temporary for 14 months with possibility of extension or permanency. The full time salary noted above will be paid pro rata.

Contact Officer: Katherine McKinnon 5124 8774 katherine.mckinnon@act.gov.au

Rehabilitation, Aged and Community Services (RACS)

Community Care Program (CCP)

Complex Care Clinical Nurse Consultant

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 61201-02A9X)

Gazetted: 21 April 2023

Closing Date: 10 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

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

RACS has recently established the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Hospital (UCH) is part of Canberra Health Services planned network of health facilities designed to meet the needs of our ageing and growing population.

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

About You

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

Behavioural Capabilities

- Individual initiative with strong problem solving and consultation skills
- Well-developed communication and interpersonal skills
- The ability to work autonomously and as part of the MDT
- Organisational ability and time management skills

Position Requirements/Qualifications:

Relevant registration with the Australian Health Practitioner Regulation Agency (AHPRA).

- Must hold a current drivers' licence.
- Experience as a Registered Nurse in the community setting – Desirable
- The successful applicant will need to be available for occasional weekend and after-hours work
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Maryanne Benkovic (02) 5124 1672 MaryAnne.Benkovic@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

Corporate Services

Executive Officer Corporate Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38381)

Gazetted: 24 April 2023

Closing Date: 8 May 2023

Details: Do you want to be where the action is? Are you interested in contributing to building the ACT's future workforce?

We are looking for an Executive Officer, with demonstrated personal drive and integrity to join the CIT Executive Support Team in supporting the efficient management of work across the division. The position is responsible for working closely with the Executive Director and supervising the Executive Support Officer deliver a wide range of executive support duties.

To be competitive for this role you will need to be highly organised, have great attention to detail and thrive in a dynamic workplace. Strong written communication skills and stakeholder management experience are essential. The successful applicant will demonstrate a high degree of independence and confidentiality, while being adaptive in delivering results within in a fast-paced environment.

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

CIT is committed to building a diverse workplace through an inclusive workforce.

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

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

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

How to apply: Please provide a one page pitch outlining your suitability for the advertised role, a current curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: MeghanK Oldfield (02) 6207 1270 MeghanK.Oldfield@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

Policy and Cabinet

Cabinet, Assembly and Government Business

Chief Minister Directorate Liaison Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60898)

Gazetted: 24 April 2023

Closing Date: 8 May 2023

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated senior officer to perform the duties of Directorate Liaison Officer.

As Directorate Liaison Officer you are required to facilitate and support direct communications and policy advice between the Directorate and Ministers' Offices where CMTEDD is the portfolio Directorate, and as necessary other Directorates and Ministers' Offices. You will provide specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. You will also provide advice and support in relation to the coordination of Whole of Government matters.

This position reports through Cabinet, Assembly and Government Business in Policy and Cabinet however services multiple areas of CMTEDD primarily the Office of Industrial Relations and Workforce Strategy including Digital, Data and Technology Solutions and Worksafe ACT.

To be successful in this role it is expected that you can demonstrate a high-level ability to provide strategic policy direction and advice and possess strong leadership and management skills and sound judgement. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace.

This DLO position works with four other Directorate Liaison Officers for different CMTEDD streams.

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 for six months with the possibility of extension.

This position is located within the Legislative Assembly building, in the Chief Minister's Office.

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 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: Sam Tyler (02) 6205 4365 Sam.Tyler@act.gov.au

Senior Director, Policy and Strategy

Senior Officer Grade A \$157,201, Canberra (PN: 38797)

Gazetted: 20 April 2023

Closing Date: 27 April 2023

Details: Skills Canberra is looking for a motivated, driven person to fill the role of Senior Director, Strategy and Policy.

In this role, you will lead and manage the Skills Policy and Strategy section to:

analyse, forecast and report on skills demands to inform ACT and national priorities;

design and review skills development programs and initiatives;

drive improvements to skills development in the ACT; and

develop and maintain systems to monitor skills development system performance and compliance.

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

Notes: This is a temporary position available immediately for a period of three months with the possibility of extension up to six 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: Please submit a current curriculum vitae and a two-page pitch addressing the selection criteria and the contact details for two referees to Mark.Harriott@act.gov.au

Applications should be submitted directly to the Contact Officer.

Contact Officer: Mark Harriott 0468554053 mark.harriott@act.gov.au

Office of Industrial Relations and Workforce Strategy

Shared Services Finance

Director, Financial Applications Support

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 18753)

Gazetted: 21 April 2023

Closing Date: 5 May 2023

Details: The Shared Services Finance, Financial Applications Support team is seeking a highly motivated team player who has a demonstrated ability to lead and influence a team and is comfortable working in a high-pressure environment with tight deadlines and contributes to a positive and inclusive working environment.

As the Director, Applications Support you will provide business, functional, and technical expertise in different modules of Cloud Financial Applications This position works closely with ICT and Shared Services Finance teams to oversee the integration with current finance systems including On-premises and the Cloud Fusion Applications and any future new requirements. This includes planning, monitoring co-ordinating, undertaking, and managing test activities during system upgrades, enhancements, and new development.

The position will provide direct supervision up to ten staff.

The primary tasks are:

Provide business, functional, and technical expertise in different modules for Cloud Financial Applications.

Work collaboratively with directorates/agencies, a wide range of stakeholders including external experts and other finance practitioners to develop, establish and monitor Whole of Government best practice financial systems frameworks.

Manage strategic relationships between internal program areas, policy departments and other external stakeholders.

Lead and manage team operations to ensure alignment and contribution to the efficiency and effectiveness of Shared Services Finance service deliveries.

Manage periods of high demand, allocating resources, balancing competing priorities, managing the expectations of senior executives, and resolving issues using appropriate strategies, ensuring optimal outcomes for all parties.

Manage the sections program of work, ensuring relevance of content, continuous progress, tangible outcomes, and developing strategic plans for the work area that consider work in the context of future priorities.

Lead and manage staff, including providing a clear sense of direction, overseeing the management of performance, attendance and health and wellbeing, and developing staff capability through coaching, mentoring, training and succession planning.

Oversee preparation and presentation of high-level documentation such as financial related policy, system design, data and integration strategy, briefs for senior executives.

If this sounds like you, please review the position description and follow the instructions to apply for 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 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 information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Extensive professional knowledge of complex integrated financial systems and Shared Services Finance service deliveries including Fusion Cloud Financial Applications

Exceptional analytical, change management and conceptual thinking skills.

Demonstrated high level of business management skills that facilitate continuous improvement and the concurrent provision of services on time and within budget.

Demonstrated ability to facilitate and manage change and risk in complex and diverse settings.

Behavioural Capabilities

Proven leadership and people management skills in time of change with a focus on teamwork and building individual capabilities.

Sound decision making skills and proven ability to provide high level advice, both strategic and tactical.

Demonstrated skills in developing and maintaining collaborative, diverse, strategic, and reciprocal business partnerships and stakeholder management.

Demonstrated self-awareness, professionalism, and resilience in a dynamic business environment.

Compliance Requirements / Qualifications

Qualifications in finance and project management are desirable.

An ACT Government CMTEDD Baseline clearance is required for this position.

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

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

Contact Officer: Vivien Tran 62052522 Vivien.Tran@act.gov.au

Economic Development

Skills Canberra

Strategic Policy

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 31373, several)

Gazetted: 20 April 2023

Closing Date: 27 April 2023

Details: Skills Canberra is seeking an interdisciplinary-minded individual to support the work of the Skills Policy and Strategy section. As a policy officer you will work in a small team undertaking complex tasks, and shaping policy that encompasses a major area of Skills Canberra's operations. You will work under limited direction to achieve government priorities.

The successful candidate will be part of a small team that works across Skills Canberra, and consults regularly with other directorates, CIT and external stakeholders. The interdisciplinary nature of the work means the successful candidate should be a 'big picture' thinker, with a strong ability to link seemingly disparate information sources. The candidate will have excellent research and analytic skills, both quantitative and qualitative, as well as the ability to produce high-quality written documents and presentations for senior management and external stakeholders.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and 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: These are temporary positions available from 31 May 2023 until 31 March 2024 with possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please include a curriculum vitae and a pitch of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Bennett (02) 6205 0166 catherine.bennett@act.gov.au

Office of Industrial Relations and Workforce Strategy

Work Safety Group

Data, Analytics and Finance

Assistant Director, Public Sector Workers Compensation Fund Management

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 34745)

Gazetted: 20 April 2023

Closing Date: 16 May 2023

Details: This is an opportunity for individuals with accounting and financial control experience who are interested in managerial finance and self-insurance to join the Work Safety Group (WSG) within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

Duties include supporting and operationally leading the management of PSWC Fund accounts and activities relevant to meeting budget and annual reporting requirements.

The successful applicants will be required to work under minimal supervision.

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:

Tertiary education in accounting, finance or investments with a minimum 3 years working experience is preferred. Relevant professional qualification in Australia, e.g. CA, AT or CPA Australia, or comparable overseas qualification would be an advantage.

Experience working with finance systems, in particular TM1 and Oracle, is highly desirable.

Experience in the areas of insurance, work health and safety, work-related injury management or workers' compensation is highly desirable.

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

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

How to apply: You are required to submit a curriculum vitae, details of two referees, and an expression of interest statement that is no more than 1500 words to describe your relevant skills and experience.

You should consider the Position Description and include information that provides evidence of your suitability against the duties and capabilities outlined. You should include specific examples of your work where possible.

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

Contact Officer: Hana Alnajjab (02) 6207 2557 Hana.Alnajjab@act.gov.au

Treasury/Digital, Data and Technology Solutions

Technology Services Branch

Corporate Applications

Power Platform Technical Manager

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 41592)

Gazetted: 21 April 2023

Closing Date: 17 May 2023

Details: Digital, Data and Technology Solutions is looking for an energetic person to join the Corporate Applications Section as the Power Platform Technical Manager.

The successful candidate will be engaged to provide ongoing technical advice to a range of stakeholders with a view to assuring the overall performance, governance, relevance, and day-to-day operation of the Power Platform service for the ACT Government.

The Power Platform Technical Manager will be heavily focused on the overall expansion and improvement of the service, whilst paying close attention to maturing the overall technical capability provided by the service and the resources within it.

The Technical Manager will be an experienced practitioner with a set of well-practiced technical skills and highly developed understanding of ICT principles and frameworks.

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

Eligibility/Other Requirements: A current ACT Government baseline security clearance or ability to obtain one is mandatory. This position does not require a pre-employment medical. This position does not require a Working with Vulnerable People Check.

Highly Desirable:

Tertiary qualifications in a relevant STEM field such as Software Engineering, Information Technology, Information Systems etc.

Possessing an Infrastructure Technology Information Library (ITIL) Foundation Certificate or strong knowledge of ITIL.

Project management experience and/or qualifications.

Note: This is a temporary position available immediately for up to 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position may be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part-time may form part of the flexible work arrangements for this position.

How to Apply: After reviewing the position description, please address each of the seven capabilities listed in the "What you require" section of the position description, describing your experience and claims of suitability for each capability.

Applications should be limited to: cover sheets, applicant curriculum vitae, not more than three pages of capability response.

Applications should be submitted via the Apply Now button below

Contact Officer: Satish Rajesh (02) 6207 1213 Satish.Rajesh@act.gov.au

Digital, Data and Technology Solutions

Major Programs Branch

Program Manager

Senior Officer Grade A \$157,201, Canberra (PN: 25222)

Gazetted: 21 April 2023

Closing Date: 10 May 2023

Details: Digital, Data and Technology Solutions (DDTS) Group is looking for an experienced Program Manager to join the Major Programs Branch.

The Program Manager role operates within a major transformation program focused on establishing whole of government ICT capability. The Program relies on a multi-partner approach including program assurance, design and implementation partners and digital platform providers.

The position requires program management and delivery leadership, as well as exceptional organisational skills, self-motivation skills and attention to detail.

The applicant must have highly developed communication and engagement skills and experience in managing highly complex ICT programs.

The Major Programs Branch is a new team that will lead the delivery of specific whole of government large-scale development initiatives that aim to modernise and strengthen how we use technology to further improve the quality of life for all Canberrans and the ways of working within the ACT Government. We bring together multidisciplinary teams of people with diverse perspectives, skills, and expertise who anticipate and plan for hurdles, seize opportunities and respond to challenges with a one-government mindset, with flexibility and speed while managing risks.

The Branch is focused on working collaboratively to enable successful fit for purpose change transformation through connecting people, process, and technology in our complex environment.

The Programs are often highly complex, focused on people and process as well as the technology elements and always established on a foundation of best practice design/ co-design with strategic open 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 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 role requires you to obtain and maintain an Australian Government Baseline security clearance, which will be sponsored by CMTEDD. To be eligible for a Baseline 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: This is a temporary position available immediately for 12 months with the possibility of extension and/or permanency. 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 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: Katrina Keep (02) 6207 3416 Katrina.Keep@act.gov.au

Economic Development

Venues Canberra

Executive Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 42205)

Gazetted: 21 April 2023

Closing Date: 22 May 2023

Details: Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval.

These are Canberra’s leading sporting, event and function venues. We are seeking an experienced Executive Administrator to fill the position. This position assists and reports to the Executive Branch Manager and supports the management team of Venues Canberra. To be successful in the position, a high level of diplomacy and confidentiality is essential along with the ability to prioritise workload and exercise initiative. Venues Canberra operates in a dynamic environment so excellent organisational skills are also required.

The successful applicant will have strong interpersonal and communication skills as there will be engagement with a wide variety of internal and external stakeholders and it will be necessary to build excellent working relationships within the branch, division and directorate.

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

Eligibility/other Requirements: Relevant experience and/or qualifications in executive support/office management is desirable.

Note: This is a temporary position available until 30 June 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 respond with a current curriculum vitae including referee details and a written response to the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Orr (02) 6256 6704 melissa.orr@act.gov.au

CMTEDD Communications and Engagement

Assistant Director, Web and Digital Projects

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 56850)

Gazetted: 21 April 2023

Closing Date: 5 May 2023

Details: We're improving ACT Government websites to simplify and streamline our digital channels and create a simple, unified and customer focussed digital experience for the community.

You'll be leading a team with day-to-day management of Chief Minister, Treasury and Economic Development (CMTEDD) owned websites and assist with managing delivery of priority website projects and improvements.

This role requires a strong understanding of managing websites, stakeholder management, writing/editing for the web and experience using HTML and a range of content management systems (CMS).

Bring your leadership skills, stakeholder management and project management expertise to a well-supported and empowered digital team. You will be joining a leading Division of communications professionals, committed to enhancing user experience across our digital channels for the community.

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

Eligibility/Other Requirements: Relevant tertiary education qualifications or work experience in Digital Design, Communications and/or Media is highly desirable.

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

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the Skills, Knowledge and Behaviours listed in the position description, details of two referees and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jack Walsh (02) 6205 2603 Jack.Walsh@act.gov.au

Office of Industrial Relations and Workforce Strategy

ACTPS Centre for Leadership & Innovation

Executive Leadership & Talent

Assistant Director, Executive Leadership and Talent

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53361)

Gazetted: 26 April 2023

Closing Date: 10 May 2023

Details: About the Job

Yuma! Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for leading the flexible and hybrid work agenda, and we are putting dedicated attention towards driving inclusive workforce cultures across the ACTPS, contemporary leadership practices which support trust and change, and working to encourage and embed innovation into the way we work.

We have an exciting opportunity for an Assistant Director to join us here at the ACTPS Centre for Leadership and Innovation. Under the guidance of the Senior Director, you will manage the successful coordination of a range of initiatives including leadership programs and induction, mobility placements, networking events, program communications, nominations, evaluation and reporting – all designed to support contemporary leadership aligned with the ACTPS core values and signature behaviours. You will use your excellent customer service skills to work effectively with Senior Executives of the ACTPS across all directorates.

What we require

To thrive in the role, you will need a professional interest in leadership development, and operate with a high degree of independence to manage end-to-end projects.

You will be exceptional at establishing and maintaining effective and diverse business partnerships with stakeholders at all levels. Your expert communication and influencing skills will be heavily relied on, as well as your ability to adapt to and overcome rapidly evolving situations. You will excel in this position if you are resilient, flexible and able to adapt to changing circumstances while managing multiple priorities and demands.

Diverse background?

As you would expect, we embrace workforce diversity and are committed to creating an inclusive workplace. We offer a warm welcome to applicants who identify as Aboriginal and 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.](#)

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.

Note: This is a temporary position available immediately until 31 January 2024 with the possibility of permanency.

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

How to Apply: Please submit a two-page pitch response demonstrating your capabilities against the 'What You Require' section 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: Robert Hills (02) 6207 3448 Robert.Hills@act.gov.au

Territory Records Office

Senior Advisor, Information Access

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40145)

Gazetted: 26 April 2023

Closing Date: 12 May 2023

Details: An exciting opportunity has come up to join the Territory Records Office. The Senior Advisor Information Access fulfils a key role in communicating the value of archives, information and records and influencing practice across the ACT Government and the community, to drive a culture of open government and effective information governance.

The Senior Advisor is a member of a small team which provides high level strategic and operational advice on whole-of-government archives and records management issues. This position provides support and advice on record series arrangement and description, records management practices, policies, and associated legislation. The role contributes to the implementation of a range of information governance projects and supports the work of the TRO and Archives ACT in improving records and information management and driving positive change in the ACT Public Service.

The role delivers a number of business initiatives and projects to support and build on archives, records and information management capabilities across the ACT Government including, but not limited to: leading arrangement and description projects that increase accessibility of ACT archives via our public facing database ACT Memory; analysing data and reporting on planned initiatives to senior management; participating in events such as ACT Heritage Month and Information Awareness Month; drafting an array of information products including policy, training and promotional materials; and responding to public and agency queries about ACT archives both online and through the public reading room at ACT Heritage Library in Fyshwick.

Aside from displaying initiative and having an eye for detail, to be successful, this position requires a person with demonstrated experience, knowledge, and skills in critical analysis, problem-solving, communications, research and project management coupled with exceptional organisational skills, and an interest in keeping up to date with current archives and information management practices and influencing change. You will be a valued member of the team. You will see direct and immediate impacts of the work you do and will have the chance to make long lasting improvements to the ACT public service. As part of the central agency, the Chief Minister, Treasury and Economic Development Directorate, you will exemplify the public sector values of respect, integrity, collaboration, and innovation.

The position reports to the Assistant Director, Capability Access, and Governance.

Under limited direction from the Director, Archives and Business Operations you will be required to:

Support the TRO, Senior Management to develop policy advice and training on records and information management, particularly with regards to information access.

Manage the public access to ACT Government records older than 20 years.

Manage the operations of the public Reading Room, including scheduling of workloads; manage day to day interactions with the ACT Heritage Library.

Manage public events and programs.

Maintain and provide content for Archives Act's online public database, inquiry management system and social media platforms

Develop and maintain relationships with researchers and deliver user information sessions to interested stakeholder groups.

Plan and deliver arrangement and description projects that increase accessibility of ACT archives.

Provide regular reports on operations.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

This position works in a team with an ASO 5 and provides day to day direction and mentoring.

What you require:

High level understanding and experience of government information, archives and/or records management practices.

High level written and oral communication skills, with a demonstrated ability to communicate clearly, confidently, and succinctly in a variety of styles and formats

Highly developed interpersonal, influencing, and negotiation skills, including in dealing with members of the public, and with the ability to foster productive working relationships with stakeholders.

Eligibility/other requirements:

Behavioural Capabilities

Sound judgement, planning and organisational skills, including the ability to effectively manage multiple tasks, determine priorities and organise self and others to achieve timely completion of activities and high levels of customer service.

Proven team leadership and people management skills, with the ability to manage both up and down, as well as work collegiately and demonstrate helpful, collaborative assistance to support others

Demonstrated achievement in modelling ethical behaviour and driving team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours and to achieving consistently high service standards.

Desirable

Tertiary qualifications in a relevant field

Compliance Requirements / Qualifications 1.

This position does not require a pre-employment medical.

Driver's licence C Class is not essential.

This position does not require a Working with Vulnerable People Check

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

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

This position is designed for activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk.

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, and a current curriculum vitae including the details of two referees.

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

Contact Officer: Jennifer Coombes (02) 6207 9792 Jennifer.Coombes@act.gov.au

Access Canberra

Licensing and Registrations

Community, Industry and Traders Licensing

Assistant Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40416)

Gazetted: 26 April 2023

Closing Date: 3 May 2023

Details: Do you enjoy a challenge? Do you like variety and juggling many competing priorities? Do you have an eye for detail? The Community, Industry and Trader Licensing (CITL) team administers a wide variety of legislation across multiple industries, including but not limited to: controlled sports, security, agents, co-operatives, traders, Justices of the Peace and incorporated associations and is looking for a highly motivated individual who has experience in client services and team leadership.

As the Assistant Manager, you will be required to multi-task and actively engage in a range of situations where you will utilise your critical thinking skills and your ability to assess risks when making a decision under the legislation.

You will be a highly motivated member of the team, who mentors and supports junior team members and contribute to a positive work culture. In this role you will continue to build strong relationships with stakeholders, across government and internally within Access Canberra.

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 in client service, leadership and/or staff management and regulatory decision making will be an advantage.

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

Please note, this position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

Selection may be based on the written pitch component and referee reports only.

A merit pool will be established to fill future identical vacancies over the next 12 months

How to apply: Applicants should submit their current curriculum vitae and a written pitch of no more than one page detailing examples that demonstrate their claims against the requirements of the position.

Applications should be submitted via the Apply Now button below.

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

Revenue Management

Compliance

Compliance Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 49611, several)

Gazetted: 26 April 2023

Closing Date: 10 May 2023

Details: The ACT Revenue Office, Debt Management Team is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to demonstrate customer service skills, read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy.

The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

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

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

How to Apply: Applicants should provide a written supporting statement of no more than two pages, and a relevant curriculum vitae. The written statement should outline the applicants capability and experience to fulfil the primary duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alicia Symons (02) 6207 1565 Alicia.Symons@act.gov.au

Office of Industrial Relations and Workforce Strategy

Shared Services Finance

Salary Packaging Team

Salary Packaging Customer Service Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 09523, several)

Gazetted: 26 April 2023

Closing Date: 10 May 2023

Details: Exciting opportunities for both permanent and temporary roles have become available in the Salary Packaging Team within Shared Services. The positions support the provision of services which enable a suite of salary packaging benefits becoming available for access to employees of the ACT Government. The successful applicants will be highly energetic, motivated and enthusiastic as they will be responsible for the delivery of accurate, timely, high quality, customer focused, salary packaging and administrative services in a small, busy, dedicated team environment. You should also possess a demonstrable commitment to high quality customer service, including research and analytical capability, sound attention to detail, accurate and timely data entry capabilities, high quality written and oral communication skills, as well as the aptitude to quickly learn both the benefits of salary packaging and the supporting software solution to delivery these services.

Additionally, the successful applicants must be able to demonstrate that they can manage and juggle vying priorities to ensure tight deadlines are met.

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

How to Apply: Applicants are asked to submit a written pitch addressing the "What you require" capabilities in the Position Description of between one to two pages and also provide your current Curriculum Vitae, including the contact details for two referees.

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

Officer: Taylor Bennett (02) 6205 2686 Taylor.Bennett@act.gov.au

Access Canberra

Licensing and Registrations, Transport

Medical Management Team

Medical Management Team Case Manager

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 12565)

Gazetted: 26 April 2023

Closing Date: 3 May 2023

Details: The Medical Management Team provide a crucial role in supporting road safety in the ACT, working towards the ACT Government commitment to vision zero – no deaths or serious injuries on our roads. In line with this, ACT Driver Licence holders must declare medical conditions and ongoing monitoring of medical conditions (and medical fitness for some types of driver licence). The Medical Management Team work closely with General Practitioners, Specialists, Occupational Therapists and the Fitness to Drive Medical Clinic to ensure licence holders meet the medical standards required to hold a licence, and to support licence holders to retain their licence through conditional licences where appropriate.

The Medical Management Team also have an important role in supporting the ACT Community through helping licence holders to understand and meet their obligations under the Road Transport legislation.

This position will assess and investigate medical issues and produce correspondence to clients and medical professionals. You will have an important role in assisting with the more complex customer situations.

Applications are sought from those with excellent communication skills, the ability to provide high quality customer service within a regulatory environment and the ability to plan and set priorities to deliver high quality work in a timely manner.

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. 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 their curriculum vitae and a pitch of no more than two pages detailing examples that demonstrate their claims against the Position Description.

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

Contact Officer: Candy Richards (02) 6207 7018 Candy.Richards@act.gov.au

Economic Development

Properties and Venues

National Arboretum Canberra

Stromlo Forest Park Marketing and Events Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 50336)

Gazetted: 26 April 2023

Closing Date: 17 May 2023

Details: If you love the outdoors/sports environment, enjoy writing killer content, social media posts, maintaining websites and creating photos/video and possess experience in supporting small and large events, we want to hear from you. We are looking for a solutions-focussed, hands-on person with experience in marketing and events and a diverse skill set, who consistently provides world-class customer experiences. You ideally have excellent administration skills including Customer Relationship Management (CRM) knowledge, event booking/processing skills and most importantly experience working with local communities including volunteer programs and sporting groups. Applicants must have the right to work in Australia, and be willing to join a small, flexible, fast-paced and energetic team.

Stromlo Forest Park (SFP) is a world-class, multi-use recreational sporting facility available to both recreational and professional users. SFP boasts a purpose-built event pavilion, a 1.2km criterium cycling circuit, a 2.5 grass cross country running track, a network of equestrian trails and over 44km of mountain bike trails suitable for riders of all abilities. There is over 1200 hectares of space that offers a weekend café, mountain shuttle bus, pre-booked mountain bikes for hire and a new Aquatic Centre onsite. Conveniently located a short drive from Weston Creek the facilities encourage visitors of all ages and abilities.

SFP is managed jointly with the National Arboretum Canberra (NAC) and enjoys strong community support with a variety of different park users.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and 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:

Sound work experience in marketing, community engagement, event bookings and administration.

Drivers' licence.

First Aid Certificate or ability to acquire.

Manual Handling certificate (general fitness to work across a 1200 hectare site).

Working with Vulnerable Peoples Card (ability to acquire).

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 provide:

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

A current curriculum vitae.

Contact details of least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Callen 0435 652 461 christine.callen@act.gov.au

Economic Development

Events ACT

Event Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 44680)

Gazetted: 21 April 2023

Closing Date: 10 May 2023

Details: Are you an expert at making sure things run on time, on schedule and on budget? Are you able to manage the logistics of a storage facility including keeping it organised, managing WHS requirements and overseeing the packing and unpacking on a regular basis? Do you have the ability to undertake manual labour such as moving heavy event equipment from storage facilities to event sites? Would you like to use your industry knowledge and expertise to be part of a team and contribute to providing memorable experiences for Canberrans and visitors? Events ACT is charged with developing, delivering and marketing major and community events across Canberra helping to make it a great place to live, explore and enjoy.

We are a dynamic team, with a temporary vacancy (with the possibility of extension and/or permanency) for a skilled industry expert wishing to make a mark in our Event Delivery team. You will need to have experience in being part of a project team, prioritising to meet project deliverables, have the ability to communicate and negotiate with multiple and diverse stakeholders, and be able to provide expert advice and sound recommendations on event delivery matters and on-site event logistics. You will have experience working to tight deadlines in an ever changing, fast paced environment. You are a team player who also has initiative to make decisions under limited direction when required.

You need to be passionate about delivering event excellence and of course delivering on time and within budget.

You need to be able to problem solve, be an agile thinker, and calm under pressure through event planning and on-site event delivery.

If this sounds like you, we want to hear from you! You will be given the opportunity to take on a wide range of tasks and learn new skills in this role. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role in a fast-paced environment where no day is the same, then this position is for you.

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

Eligibility/Other Requirements: The following are desirable but not essential for this position:

Hands-on skills that would enable you to undertake minor repairs on equipment.

Forklift licence.

White card.

A qualification in event or project management.

12 months or more, relevant experience in outdoor event delivery.

First Aid certificate.

Note: This is a temporary position available immediately until 31 October 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: In no more than two pages please address the six points in the "what you require" section of the position description to outline what makes you the best candidate for this position. Also include your current curriculum vitae and the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Saskia White (02) 6205 3812 Saskia.White@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

**Executive Branch Manager, Infrastructure and Contracts
Temporary Vacancy – 6-months with possibility of extension
Community Services Directorate
Position: E1062**

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 21 April 2023

An exciting backfill opportunity exists to lead the Executive functions of Infrastructure and Contracts, Housing Assistance in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours.

Housing Assistance is committed to excellence and the highest ethical standards in dealing with clients and other stakeholders. The principles most highly valued by the organisation are problem solving, empathy, teamwork, professionalism, and leadership. Housing Assistance provides public housing and rental assistance to clients and aims to be an innovative and effective social housing provider, responsive to the needs of its clients.

This role will work closely and collaborate with Executive Branch Manager Housing and Homelessness Program Management and Executive Branch Manager Client Services to ensure asset and contract management are closely aligned to current and emerging client requirements. In addition to agency and broader government stakeholders, it is expected that the Executive Branch Manager will lead and demonstrate collaborative and influential relationships with local design, construction, and maintenance industries.

To be successful in this role, you will have demonstrable skills in management, community sector reform and development, business and project planning, and effective leadership.

This opportunity is available ASAP for 6-months with possibility of extension.

To apply: Interested applicants are requested to submit a one-page pitch, a current curriculum vitae and contact details for two referees to Louise Gilding via email, Louise.Gilding@act.gov.au by COB 28 April 2023.

Remuneration: The position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

Contact Officer: Louise Gilding (02) 6207 1514 Louise.Gilding@act.gov.au

Strategic Policy

Commissioning, Policy and Service and Design

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 38407)

Gazetted: 26 April 2023

Closing Date: 12 May 2023

Details: Are you looking for your next challenge? Do you hate inefficiency? Do you love a tidy inbox? We have the position for you to make your best impression.

We are seeking someone with initiative and drive to provide executive and administrative support for two Senior Executives. The position provides high level administrative support functions to the Executives including diary management, arranging and scheduling appointments and meetings, taking meeting minutes, liaising with a range of stakeholders, and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently.

You will need: Great administration and organisational skills with attention to detail.

Strong communication skills, both verbal and written.

Ability to develop and maintain effective working relationships with both internal and external stakeholders.

Ability to coordinate tasks effectively, multi-task and prioritise workloads in order of importance.

An exceptional level of professionalism, initiative and the ability to self-direct.

Agility to support multiple people simultaneously.

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.

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

How to Apply: Please provide a maximum of two pages outlining your skills and experience, your curriculum vitae and the name of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Louise Bassett (02) 6205 7743 Louise.Bassett@act.gov.au

Housing Assistance

Infrastructure and Contracts

Contract Management Team

Senior Contract Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40784)

Gazetted: 26 April 2023

Closing Date: 12 May 2023

Details: Housing ACT is a division of the Community Services Directorate (CSD). It is responsible for the provision and management of public housing services and delivery and management of homelessness services in the Territory. Infrastructure and Contracts is a branch within Housing ACT and has responsibility for the management and maintenance of the public housing portfolio.

We currently have a vacancy for an ASO 6 Contract Operations Officer to join the Contract Management team. The Contract Operations Officer will be expected to demonstrate management and leadership capability, the ability to think outside the box in an operational environment and possess well-developed interpersonal, organisational and communication skills. This role will require you to build and maintain relationships, both within Government and outside.

We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders. The Contracts Management team carries a significant workload which can change rapidly in response to the needs of the contract, and team members must be able to effectively manage multiple issues at once. Consequently, it is important that you can identify / prioritise issues and suggest practical solutions, including knowing when to escalate matters.

The position occupant will be an integral and active part of the leadership team within the broader Contracts Management Team.

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: Applications should be written as if writing to an expression of interest, addressing the Selection Criteria in no more than two pages and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Taylor Beaton (02) 6207 2411 Taylor.Beaton@act.gov.au

Communities

Communications and Engagement

Communications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43984, several)

Gazetted: 24 April 2023

Closing Date: 11 May 2023

Details: Here at Community Services Directorate (CSD), we are passionate about empowering people to meet their full potential by building inclusive and equitable communities where everyone is respected and valued.

We have responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

We are currently looking for two communication officers (ASO6) to join our team. You will identify, develop and implement a range of proactive communication activities across a diverse range of portfolios, all aiming to empower people to meet their full potential. You will develop communications for a variety of audiences and channels including newsletters, website, social media, client communications, press releases, media kits and more. You must be able to juggle multiple priorities, think strategically and have great people management skills not to mention exceptional written and verbal communication skills.

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

Come and join us to help our work in creating a safe and equitable Canberra for all.

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: Send your resume and a maximum two-page pitch responding to the selection criteria and letting us know why you are passionate about developing great communications and supporting Canberra's most vulnerable people.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Robey (02) 6207 8541 Lisa.Robey@act.gov.au

Communities

Executive Support and Divisional Management

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 36580)

Gazetted: 24 April 2023

Closing Date: 1 May 2023

Details: An exciting opportunity to join the Executive Support and Divisional Management Team in Communities Division is now available. Are you our new Executive Assistant?

We are looking for a team member who has demonstrated experience in the use of TRIM, finance systems and other databases, as well as high level administrative and organisational skills - in particular the ability to plan, prioritise, co-ordinate responses and manage workflows associated in support of the division.

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.

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

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

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

Contact Officer: Anita Perkins (02) 6205 0035 Anita.Perkins@act.gov.au

Corporate

Business Transformation and Systems

Data Excellence Team

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 07812)

Gazetted: 21 April 2023

Closing Date: 5 May 2023

Details: The Business Transformation and Systems (BTS) Branch is seeking highly motivated Senior Data Analysts to join the Data Excellence Team.

The Team is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of the Community Service Directorate's innovative, evidence-based decisions, policies and practices.

The Team leads an evidence-informed culture by collaboratively building capability to promote and utilise data as a critical asset. The team supports human-centred, future-focused decision making and optimises service design/delivery to continuously improve organisation and community outcomes.

Successful candidates must have highly proficient writing skills, capable of bringing together multiple sources of data to create a compelling presentation, be adaptive to requests at short notice, and be able to support a team delivering in a dynamic fast paced environment.

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

Eligibility/other Requirements:

Desirable qualifications and experience, but not essential:

An understanding and knowledge of managing data and developing and reporting against performance and outcomes frameworks.

An understanding and knowledge of human services portfolio issues.

Knowledge of building reports using Microsoft Power BI is desirable.

Tertiary qualifications in a related discipline.

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 provide a written curriculum vitae and a two-page response to the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Waterford (02) 6205 9104 michelle.waterford@act.gov.au

Corporate

Business Transformation and Systems

Data Excellence Team

Senior Data Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 38184, several)

Gazetted: 21 April 2023

Closing Date: 5 May 2023

Details: The Business Transformation and Systems (BTS) Branch is seeking highly motivated Senior Data Analysts to join the Data Excellence Team.

The Team is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of the Community Services Directorate's innovative, evidence-based decisions, policies and practices.

The Team leads an evidence-informed culture by collaboratively building capability to promote and utilise data as a critical asset. The team supports human-centred, future-focused decision making and optimises service design/delivery to continuously improve organisation and community outcomes.

Successful candidates must have highly proficient writing skills, capable of bringing together multiple sources of data to create a compelling presentation, be adaptive to requests at short notice, and be able to support a team delivering in a dynamic fast paced environment.

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

Eligibility/other Requirements:

Highly desirable:

Experience in creating data reporting and visualisations to support evidence-based evaluation and service delivery.

Experience in ICT technology such as python and Microsoft Dynamics.

Experience with Child Protection, Youth Justice, Housing and Human Services systems data and information.

An understanding and knowledge of human services portfolio issues.

Tertiary qualifications in a related discipline.

Note: There are multiple Administrative Services Officer Class 6 (ASO6) vacancies within the team available for up to 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.

How to Apply: Please submit your curriculum vitae and a two (2) page expression of interest addressing the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Waterford (02) 6205 9104 michelle.waterford@act.gov.au

Housing Assistance

Infrastructure and Contracts

Contract Management Group

Contract Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 03453, several)

Gazetted: 21 April 2023

Closing Date: 5 May 2023

Details: Housing ACT is a division of the Community Services Directorate (CSD). It is responsible for the provision and management of public housing services and delivery and management of homelessness services in the Territory. Infrastructure and Contracts is a branch within Housing ACT and has responsibility for the management and maintenance of the public housing portfolio.

We currently have multiple vacancies for Administrative Services Officer Class 5 (ASO5) Contract Support Officers in the Contract Management team. The Contract Support Officers is expected to demonstrate the ability to think outside the box in an operational environment and possess well-developed interpersonal, organisational and communication skills.

In this role you will be expected to build and maintain relationships, both within Government and outside. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders.

The Contract Management team carries a significant workload which can change rapidly in response to the needs of the contract, and team members must be able to effectively manage multiple issues at once. As such, it is important that you can identify/prioritise issues and suggest practical solutions, including knowing when to escalate matters.

Eligibility/other Requirements: Essential:

Working with Vulnerable People Card or willingness to obtain,

Familiarity with MS Excel functions,

Desirable:

Experience in the management of government contracts,

Experience using Homenet and Business Objects or similar systems.

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: Applications should be written as if writing to an expression of interest no more than two (2) x A4 pages, plus curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Taylor Beaton (02) 6207 2411 taylor.beaton@act.gov.au

Corporate

Finance

Housing Finance

Senior Director Finance

Senior Officer Grade A \$157,201, Canberra (PN: 61356)

Gazetted: 21 April 2023

Closing Date: 9 May 2023

Details: The Community Services Directorate, Corporate division is seeking a motivated and experience Senior Director of Finance to join our dynamic team.

Corporate Services is responsible for the provision of advice and support services to the Community Services Directorate (including Housing ACT), Senior Executives and the Minister's Office. On a day-to-day basis, the group is responsible for the financial services, people capability and culture management, industrial relations, information and system management, business transformation, data analytics, governance and procurement.

This position manages the Housing Finance team and is responsible for overall budgeting and financial management, including financial reporting, annual financial statements and output statements and the development and implementation of financial policies, as well as the provision of strategic advice on programs and operations relevant to Housing ACT, a division of the Community Services Directorate.

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

Eligibility/other Requirements: Relevant tertiary qualifications in a related field are highly desirable. Full CPA/CA or equivalent is 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: Applicants should submit their application as a pitch, addressing the key Selection Criteria to a maximum of two pages, plus curriculum vitae and references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Callaghan (02) 6207 6872 lauren.callaghan@act.gov.au

Cultural Facilities Corporation

ACT Historic Places

Casual Visitor Services Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 9028)

Gazetted: 26 April 2023

Closing Date: 10 May 2023

Details: Do you like working with people, telling stories, connecting people with history, and helping them explore new places and ideas?

ACT Historic Places is looking for energetic self-starters to join their front of house team as Visitor Services Officers (VSOs).

As a VSO you will facilitate interpretation and learning opportunities for visitors and school groups through tours, learning and public programs and events. You will provide exceptional customer service and quality experiences at the three ACT Historic Places sites: Lanyon Homestead, Calthorpes House and Mugga-Mugga.

This is an exciting opportunity to work at some of the ACT's most significant places and popular tourist destinations.

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

How to Apply: Provide pitch (two pages maximum) telling us what you would bring to our team, addressing the Position Description ('What You Require'), a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Brake 0439 833 642 anne.brake@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

University of Canberra High School Kaleen

Student Wellbeing and Pastoral Care Executive Teacher

School Leader C \$132,293, Canberra (PN: 03360)

Gazetted: 26 April 2023

Closing Date: 10 May 2023

Details: University of Canberra High School Kaleen (UCHSK) is a 7-10 high school that operates as a Professional Learning Community. The school is looking for a dynamic school leader, who will work collaboratively with all members of the school community, to ensure the success of all UCHSK students. The successful applicant will lead, coach and mentor others, to embed a positive school culture and high expectations of behaviour in alignment with UCHSK values and current research into best practice for student engagement.

Job Description:

As a member of the executive team, support the senior executive to achieve whole-school strategic goals and implement the school action plan.

Lead and manage the Student Wellbeing and Positive Behaviours for Learning (PBL) teams.

Lead and manage all student Pastoral Care curriculum and programs, including direct supervision of Youth Worker, Youth Health Nurse, and other health professionals.

Provide staff with student engagement support, with a focus on high levels of learning for all students, collaboration and results driven practice.

Support student social and emotional learning within a Restorative Practices framework and a PBL approach.

Undertake an appropriate teaching load and other duties as determined by the Principal.

Eligibility/Other Requirements:

A minimum of 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: Applicants should provide a curriculum vitae (two pages), a statement of claims based on the leadership capabilities outlined in the Position Description, with a focus on the job description specified for the position (maximum five pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Mowbray (02) 6142 0490 Daniel.Mowbray@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Lanyon High School

Careers Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 46763)

Gazetted: 24 April 2023

Closing Date: 8 May 2023

Details: Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 500 students in 2023. We are a growing school with a diverse range of students. We have strong relationships with the community and our feeder primary schools. We pride ourselves on the positive and collegial relationships of our staff. We value high levels of teamwork and support to collaboratively build the skills of educators and other support staff. We are committed to meeting the needs of all of our students with flexibility and compassion, in order to build the skills they need to have successful futures.

The role of the Careers Officer is a full-time or part-time temporary position. Dependent on applicant's hours, it would include working with students and the community for career opportunities and performing general administration tasks within the school.

The Careers officer will work closely with students using an innovative and personalised approach to career planning.

The Careers officer will work with local businesses and all stakeholders to market the Work Experience (WEX) Program for Year 9 and 10 students at Lanyon High School and to secure WEX opportunities.

The Careers officer will oversee the ASBA / VLO programs and organise appropriate placements.

The Careers Officer will work closely with the Community Engagement Team and work under the direction of the Community Engagement Officer. This may involve contributing to Case Management and individualized learning programs.

Note: This is a temporary full/time or part-time position available immediately for 12 months with the possibility of permanency.

How to Apply: Please submit a current resume/curriculum vitae and response to the attached selection criteria. Please also provide two current referee contacts.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Vanzwol (02) 6142 1833 Penelope.Vanzwol@ed.act.edu.au

Business Services

Communication and Government Support

Ministerial and Corporate Reporting

Assistant Director Ministerial and Corporate Reporting

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14966)

Gazetted: 24 April 2023

Closing Date: 1 May 2023

Details: The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers.

The Ministerial and Corporate Reporting team provides the critical connection between the Directorate and Government. The team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and Ministerial business. The team coordinates significant input to government commitments, annual reporting, performance and accountability, and attendance at committee hearings.

We are looking for someone to join us!

The Assistant Director is responsible for overseeing, coordinating and actioning all Directorate Ministerial business and provides a supporting role to Education Cabinet and Assembly business.

The position has oversight of the management and coordination of ministerial correspondence and briefings for the directorate and provides support to the Directorate Liaison Officer.

This is a role where you will apply your interpersonal, liaison and engagement skills, and work closely with line areas to provide advice and help to support them to manage Ministerial and Director-General correspondence. You will have the ability to work under pressure and achieve deadlines in an environment of competing priorities and require a high-level attention to detail.

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

Note: This is a temporary position available from 14 May 2023 until 14 July 2023. Selection may be based on application and referee reports only. This position is based in an activity based working environment (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position is available to ACT Government officers and employees only.

How to Apply: Please submit a two-page pitch (maximum) outlining your suitability for the position in line with the Position Description. Please provide a current curriculum vitae and the contact details of at least one referee.

Applications should be sent to the Contact Officer.

Contact Officer: Rochelle Bessey (02) 6207 2620 Rochelle.Bessey@act.gov.au

Service Design and Delivery

Universal School Support

Careers and VET

Assistant Director Building and Construction Industry Project Coordinator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58033)

Gazetted: 24 April 2023

Closing Date: 1 May 2023

Details: This team has partnered with the Office for Women, Community Services Directorate, and the National Association of Women in Construction to deliver the *Understanding Building and Construction Program (UBCP)*.

This program aligns with the Australian Curriculum and integrates industry perspectives to improve understanding of the building and construction industry for Years 8 (General Capabilities) and Years 9-10 (Work Studies).

The UBCP Project Officer will work closely with the Industry Program Coordinator from the Office for Women maintain and continually improve the suite of resources developed in 2022, through the initial pilot of this program.

You will also support ACT public schools delivering the UBCP, through coaching and professional learning and work closely with the UBCP Industry Program Coordinator to support employers involved in the program.

You will be required to maintain and communicate the organisation's strategy for the provision and promotion of careers and vocational pathways, ensuring that the business processes and information required to support the implementation of high-quality career education and transitions support in ACT public schools are accurate and up to date.

You will also be required to establish and maintain effective networks and work collaboratively with parent and industry groups to build strong and vibrant links that promote career education and employment pathway programs for students in the ACT.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders to understand business requirements. They will work collaboratively to develop effective solutions that can be applied universally. This will include working collaboratively across the Directorate to develop documentation and run workshops.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You have the ability to 'wear multiple hats' and juggle competing priorities. You are resilient and tactful, passionate about what you do and committed to making a difference.

Eligibility/Other Requirements:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

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

Selection may be based on application and referee reports only.

How to Apply: Please submit a statement of claims (maximum of two pages) addressing the Selection Criteria. Also provide your current curriculum vitae and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Pinney (02) 6205 5268 Melissa.Pinney@act.gov.au

Service Design & Delivery

Universal School Support

Careers and VET

Student Pathways Coordinator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 09480)

Gazetted: 21 April 2023

Closing Date: 28 April 2023

Details: The Student Pathways Coordinator will work in collaboration with ACT public schools and the Education Support Office business units, to understand the relationships and services required for schools to support the development of personalised pathways for students, with a focus on career education and transitions.

You will develop resources, programs, guidelines and provide advice regarding transitions and career education that occur into, within, and from ACT public schools.

You will be required to maintain and communicate the organisation's strategy for the provision and promotion of careers and vocational pathways, ensuring that the business processes and information required to support the implementation of high-quality career education and transitions support in ACT public schools are accurate and up to date.

You will also be required to establish and maintain effective networks and work collaboratively with parent and industry groups to build strong and vibrant links that promote career education and transitions support for students in the ACT.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders to understand business requirements. They will work collaboratively to develop effective solutions that can be applied universally. This will include working collaboratively across the Directorate to develop documentation and run workshops.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You have the ability to 'wear multiple hats' and juggle competing priorities. You are resilient and tactful, passionate about what you do and committed to making a difference.

Eligibility/Other Requirements:

Mandatory

Permanent resident of Australia.

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

How to Apply: Please submit a statement of claims (maximum of two pages) addressing the Selection Criteria. Also provide your current resumé and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Pinney (02) 6205 5268 Melissa.Pinney@act.gov.au

Service Design & Delivery

Student Engagement

Hearing & Vision Team

Vision Support Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 06876)

Gazetted: 24 April 2023

Closing Date: 8 May 2023

Details: The Vision Support Itinerant Teacher, under broad direction is responsible for supporting positive outcomes for students (P-12) who have low vision or who are blind by working in partnership with schools, families and community agencies. This work takes a student focused and evidence-based approach to support inclusive education in all ACT government schools.

Eligibility/Other Requirements:

Mandatory

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).

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

Highly Desirable

Postgraduate qualifications e.g. Master of Disability Studies (Vision Impairment); and/or experience in the field is highly desirable.

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

How to Apply:

Classroom Teachers

Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Lanyon (02) 6142 1885 Matthew.Lanyon@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.

Safe at Schools

Occupational Violence & Complex Case Management

Incident Reporting Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 49612)

Gazetted: 20 April 2023

Closing Date: 27 April 2023

Details: The Safe at Schools Branch will coordinate a whole of Directorate response to managing safety related projects, establishing, and implementing a safety-first culture across the Education Directorate and support a change management process through our schools. The group will establish effective systems to utilise its assets and resources to support a coordinated approach to a safety-first culture that includes WHS, Occupational Violence, early intervention, and wellbeing to ensure that our schools are safe for all.

The Occupational Violence and Complex Case Management team are looking for a motivated and proactive Incident Reporting Assistant. The successful individual will need excellent attention to detail and a high-level administration experience, as well as well-developed organisational skills and the ability to establish priorities and meet deadlines.

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

How to Apply: Please submit a two page response to the selection criteria, current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Brown 0412259938 Kirsty.Brown@act.gov.au

Office for Schools

North/Gungahlin

Lyneham Primary School

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51618)

Gazetted: 20 April 2023

Closing Date: 27 April 2023

Details: Lyneham Primary School seeks a Business Manager to support our growing community. Lyneham Primary School is an inclusive school environment and the Business Manager contributes strongly to the school culture through their flexibility and interactions with staff, students and the school community.

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

Eligibility/Other requirements

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

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

How to apply: Please submit a curriculum vitae and a written statement of up to two/three pages addressing the Position Description and duties.

Applications should be submitted via the Apply Now button below.

Contact Officer: Merryn.O'Dea@ed.act.edu.au (02) 6142 2570 Merryn.O'Dea@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Corporate Services and Operations

Finance Information and Assets

External Budgets

Assistant Director, External Budgets

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48201)

Gazetted: 26 April 2023

Closing Date: 15 May 2023

OUR BUSINESS

The ACT Public Service (ACTPS) operates a one government model built on its core values of respect, innovation, collaboration and integrity. The Environment, Planning and Sustainable Development Directorate's vision is to shape the ACT's future while acknowledging and respecting our natural environment. This vision, and the objectives that drive our direction are detailed in the EPSDD 2022-25 Strategic Plan.

Our responsibilities include policies and programs ranging from climate change, energy, nature conservation, environment protection, strategic and statutory planning, development approvals, building and land management through to heritage and water. The Directorate includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure Canberra provides open and safe spaces for its community. The Directorate also provides corporate and governance support for our broader portfolio which includes the Suburban Land Agency and the City Renewal Authority.

OUR WORKFORCE

We are committed to attracting and retaining people with the skills, knowledge, and behaviours that will ensure we can deliver our Strategic Plan's vision, objectives and strategic indicators. We welcome creative thinkers who can communicate with candour, clarity and respect and have the focus and dedication to help lead projects from conception through to delivery. Our purpose together is to plan and sustain our natural and built environments and make the ACT a place of choice today and into the future. We aim to be informed, connected, adaptive and innovative in everything we do.

DIVISION OVERVIEW

What we do:

Finance, Information and Assets branch supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and co-ordination and/or input into the annual budget and estimate functions. The Strategic Finance team undertake, but not limited to:

Provision of strategic and operational financial support and advise.

Development and allocation of internal and external budgets (including co-ordination of the directorate's input into the development of the ACT government's annual budget papers).

Preparation of financial performance reports for management and other key stakeholders.

Accounting for the directorate's assets including co-ordination of the annual asset revaluation program.

Accounts receivable and accounts payable processing.

Development and maintenance of financial management information systems and processes.

Preparation of the directorate's annual financial statements.

Who we are:

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

What we offer:

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

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

A flexible workplace including hybrid work from home arrangements and state of the art accommodation enabling activity-based work in a fun and creative environment.

THE TEAM YOU WILL WORK IN

The External Budget team is part of the Finance Information and Assets branch of EPSDD, and is responsible for co-ordinating the preparation of, and supporting the development of the Directorates' input to the ACT Government's annual budget.

The External budgets team is the main contact point between Treasury and the directorate. The team works closely with Senior Executives and a range of internal and External Stakeholders, to ensure the Directorates' budget are accurate, comprehensive, and addresses the governments strategic priorities. In addition to managing the external budget process the team also leads the preparation of the Statement of Performance, managing the directorates reporting on non-financial measures.

The team operates in a high pace and dynamic environment. The team operates in a supportive manner, with ample opportunity to apply strategic thinking, and build on your communication and critical analysis skills.

DUTIES / RESPONSIBILITIES

Under limited direction, the Assistant Director, External Budgets main responsibilities are, but not limited to: Co-ordination and preparation of:

Annual external budget statements, including the management of inputs, and GBMS adjustments during the external budget development process within act treasury's timetables and requirements.

Half yearly, annual statement of performance, and other related reporting requirements.

Input for the financial statements and annual report where applicable.

Top-down budget allocations, based on EPSDD's external budget and initiatives.

Other arrangements under the *Financial management act 1996*.

Provide high level advise and review of treasury reporting/business cases, cash management.

Provide advice to the chief financial officer and the senior management team on financial trends and specific proposals.

Provide advice, review and assistance in the development of business cases, including costing activities, ensuring appropriate reviews and approvals occur in accordance with the budget timelines.

Undertake consultation and high-level negotiations, liaison and coordination across the minister's office, directorate and with other government agencies.

Undertake high level research, reviews or investigations, including drafting and preparation of reports, and associated papers executive level briefs, replies to parliamentary questions ministerial representations and other briefing material.

Support the development, implementation and management of robust and appropriate financial controls and policy frameworks in close consultation with internal stakeholders and act treasury.

Contribute to delivery of the day-to-day activities of the strategic finance team with a view to delivering the unit's common business goals and objectives.

As directed, undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

HIGHLY DESIRABLE

Tertiary Qualifications in Accounting, Finance, Commerce or a related field.

A minimum of two years' experience in External Budget management.

Professional membership (or currently working towards) of CPA Australia/CAANZ or comparable bodies.

Experience in ACT Government's Government Budget Management System (GBMS) will be highly regarded.

Note: An order of merit may be established from the selection process and may be used to fill similar vacancies over the next 12 months. Please note, this position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

Applicants are required to submit:

A current resume/curriculum vitae including names and contact details of two referees (one should be a current supervisor/manager).

A written response of no more than three pages addressing the skills, knowledge and behavioural capabilities outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Milligan (02) 6207 5450 Jessica.Milligan@act.gov.au

Corporate Services and Operations

People and Capability

Workplace Relations Advisor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48021)

Gazetted: 26 April 2023

Closing Date: 10 May 2023

Details: Do you want to apply your HR skills through a Directorate focus and work in a culture that encourages innovation and development through collaboration and learning!

The Environment Planning Sustainable Development Directorate (EPSDD) is looking for a motivated, skilled, enthusiastic and client-focused individual to join the Workplace Relations team in the Workplace Relations and Safety and Wellbeing Section. As a member of this team, you will contribute to delivering high-level, contemporary advice and guidance on a range of workplace and employment matters in accordance with relevant employment frameworks.

The successful applicant will be required to undertake various Workplace Relations activities including researching and preparing correspondence relating to a range of employment issues including (but not limited to) misconduct, probation, underperformance, recruitment and leave provisions. There may also be the opportunity to be involved in policy development and change management processes for the directorate. This role will need to collaborate with a wide range of internal and external stakeholders so well-developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be important.

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

Eligibility/Other Requirements: Desirable, but not essential.

Qualifications or experience in workplace relations and/or health and wellbeing case management and/or tertiary qualifications in a relevant field.

Relevant and current experience in the delivery of workplace relations and/or health and wellbeing case management services in a government environment.

Note: This is a temporary position available immediately until 31 December 2023 with the possibility of extension and/or permanency. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In no more than two pages tell us why you want the role and outline your demonstrated experience as it applies to the position description, with a particular focus on the Skills and Knowledge and Behavioural Capabilities section.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Flett (02) 6205 0889 Adam.Flett@act.gov.au

Planning and Urban Policy

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 25331, several)

Gazetted: 21 April 2023

Closing Date: 17 May 2023

Details: The Planning and Urban Policy division are seeking applications from highly motivated individuals, who will think strategically, collaborate with others in providing creative and robust advice and who are proactive in leading tasks and people, to fill the role of Assistant Director.

The role of Assistant Director within the Planning and Urban Policy Division comprises working in a multi-disciplinary environment to administer the Territory Plan and develop and deliver strategic planning and urban design policies, projects, and programs to facilitate development that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government.

In this role you might also work on other urban design and strategic planning and policy projects across the Directorate and Territory as planning priorities evolve. This could include strategic land use planning and zoning, regional economic development and integration with wider regional activities cross border/intergovernmental,

identifying best locations for future major infrastructure, and investigating new broadacre greenfields areas for future development potential while balancing environmental, cultural and heritage considerations.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are united by our commitments to effectively deliver the Government's promise of effective and good planning.

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

Eligibility/Other Requirements:

Highly Desirable

Tertiary qualifications and/or relevant industry/professional experience in town/urban planning, urban policy, architecture, landscape architecture, urban design, environmental planning or a related field.

Notes: Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

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: Alix Kaucz (02) 6205 0864 Alix.Kaucz@act.gov.au

Planning and Urban Policy

Strategic Planning and Policy

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 61151)

Gazetted: 20 April 2023

Closing Date: 16 May 2023

Details: The Planning and Urban Policy division are seeking applications from highly motivated, experienced and suitably qualified individuals, who will think strategically, collaborate with others in providing creative and robust advice and who are proactive in leading tasks and people, to fill the role of Senior Director.

The role of Senior Director within the Planning and Urban Policy division comprises working in multi-disciplinary team environment to deliver short, medium and long term strategic planning and policy projects, to facilitate integrated planning and land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government.

To undertake this role, you will have an excellent understanding of urban planning policy and land strategy in an ACT context. You will regularly apply your strong strategic thinking and policy development knowledge to manage the progression of innovative and contemporary land planning policies, programs and projects consistent with Government policy and investment priorities.

This team will play a key part in implementation of the current planning reforms and delivering a range of actions and initiatives as outlined in draft District Strategies and the ACT Planning Strategy 2018.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are united by our commitments to effectively deliver the Government's promise of effective and good planning.

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

Eligibility/Other Requirements:

Highly Desirable

Tertiary qualifications and experience in strategic land use planning, urban and regional planning and policy, social planning, urban economics or other relevant professional area.

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

designated workstation/desk. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply:

Applications are sought from potential candidates and should include a:

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: Shannon Rowe (02) 6207 5759 Shannon.Rowe@act.gov.au

Planning and Urban Policy

Strategic Planning and Policy

Director

Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15187)

Gazetted: 21 April 2023

Closing Date: 17 May 2023

Details: The Planning and Urban Policy division are seeking applications from highly motivated, experienced and suitably qualified individuals, who will think strategically, collaborate with others in providing creative and robust advice and who are proactive in leading tasks and people, to fill the role of Director.

The role of Director within the Planning and Urban Policy division comprises working in multi-disciplinary team environment to deliver short, medium and long term strategic planning and policy projects, to facilitate integrated planning and land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government.

To undertake this role, you will have an excellent understanding of urban planning policy and land strategy ideally in an ACT context. You will regularly apply your strong strategic thinking and policy development knowledge to manage the progression of innovative and contemporary land planning policies, programs and projects consistent with Government policy and investment priorities.

This team will play a key part in implementation of the current planning reforms and delivering a range of actions and initiatives as outlined in draft District Strategies and the ACT Planning Strategy 2018.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are united by our commitments to effectively deliver the Government's promise of effective and good planning.

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

Eligibility/Other Requirements:

Highly Desirable

Tertiary qualifications and experience in strategic land use planning, urban and regional planning and policy, social planning, urban economics or other relevant professional area.

Notes: Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

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: Shannon Rowe (02) 6207 5759 Shannon.Rowe@act.gov.au

Planning and Urban Policy

Planning Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 15429, several)

Gazetted: 20 April 2023

Closing Date: 16 May 2023

Details: The Planning and Urban Policy division are seeking applications from highly motivated individuals, who will think strategically, collaborate with others in providing creative and robust advice and who are proactive in delivering tasks, to fill the role Planning Officer.

The role of Planning Officer within the Planning and Urban Policy Division comprises working in a multi-disciplinary environment to administer the Territory Plan and develop and deliver strategic planning and urban design policies, projects, and programs to facilitate development that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government.

In this role you might also work on other urban design and strategic planning and policy projects across the Directorate and Territory as planning priorities evolve. This could include strategic land use planning and zoning, regional economic development and integration with wider regional activities cross border/intergovernmental, identifying best locations for future major infrastructure, and investigating new broadacre greenfields areas for future development potential whilst balancing environmental, cultural and heritage considerations.

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

Eligibility/Other Requirements:

Highly Desirable

Tertiary qualifications and/or relevant industry/professional experience in town/urban planning, urban policy, architecture, landscape architecture, urban design, environmental planning or a related field.

Note: A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply:

Applications are sought from potential candidates and should include a:

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: Alix Kaucz (02) 6205 0864 Alix.Kaucz@act.gov.au

Development and Implementation

Land Economics, Land Strategy and Policy

Director, Land Policy and Strategy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 18462)

Gazetted: 20 April 2023

Closing Date: 4 May 2023

Details: Are you an excellent communicator and collaborator? Can you connect with people across government to bring together divergent interests?

The Environment Planning and Sustainable Development Directorate are seeking applications from highly motivated individuals, with a passion and understanding of land and land development. You should be an excellent communicator and have a background in land related projects.

The Land Economics, Land Strategy and Policy team is looking to temporarily fill a Director level position. This team is responsible for preparing and monitoring the ACT Government's Land Release Program, preparing housing demand and supply models, and reporting on movements in the land and property market. The regularly prepare briefs and submissions for Government consideration, and are responsible for the governance of the land-related working group and steering committee.

We value people with a breadth of professional experience, that bring innovative and solution-focussed ideas, enjoy being a part of multidisciplinary team, have a good eye for detail, and are committed to excellence in delivering on Government.

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

Eligibility/ Other Requirements

A background or qualification in land economics, land data analysis, project management or communications is highly desirable.

Notes: This is a temporary position available immediately until 6 October 2023 with possibility of extension up to 12 months.

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

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

The ACT Government offers flexible working arrangements including working from home where appropriate.

How to apply: Applications are sought from potential candidates and should include a:

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: Phil Burns 02 512 46276 Phil.Burns@act.gov.au

Development and Implementation

Land Strategy

Director, Land Strategy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 40320)

Gazetted: 20 April 2023

Closing Date: 4 May 2023

Details: Are you an excellent communicator and collaborator? Can you connect with people across government to bring together divergent interests? Or are you good with data, data modelling and analysing a range of inputs about land and development?

The Environment Planning and Sustainable Development Directorate are seeking applications from highly motivated individuals, with a passion and understanding of land and land development. You should be an excellent communicator and have a background in land related projects.

The Land Economics, Land Strategy and Policy team is looking to fill a Director level position. This team is responsible for preparing and monitoring the ACT Government's Land Release Program, preparing housing demand and supply models, and reporting on movements in the land and property market. The regularly prepare briefs and submissions for Government consideration, and are responsible for the governance of the land-related working group and steering committee.

We value people with a breadth of professional experience, that bring innovative and solution-focussed ideas, enjoy being a part of multidisciplinary team, have a good eye for detail, and are committed to excellence in delivering on Government.

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

Eligibility/Other Requirements:

Highly Desirable:

A background or qualification in land economics, land data analysis, project managements, or communications is highly desirable.

Notes: Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

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: Phil Burns 02 512 46276 Phil.Burns@act.gov.au

Planning and Urban Policy

Planning Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33333, several)

Gazetted: 20 April 2023

Closing Date: 15 May 2023

Details: The Planning and Urban Policy division are seeking applications from highly motivated individuals, who will think strategically, collaborate with others in providing creative and robust advice and who are proactive in delivering tasks, to fill the role Planning Officer.

The role of Planning Officer within the Planning and Urban Policy Division comprises working in a multi-disciplinary environment to administer the Territory Plan and develop and deliver strategic planning and urban design policies, projects, and programs to facilitate development that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government.

In this role you might also work on other urban design and strategic planning and policy projects across the Directorate and Territory as planning priorities evolve. This could include strategic land use planning and zoning, regional economic development and integration with wider regional activities cross border/intergovernmental, identifying best locations for future major infrastructure, and investigating new broadacre greenfields areas for future development potential whilst balancing environmental, cultural and heritage considerations.

Eligibility/Other Requirements:

Highly Desirable

A tertiary qualification and/or relevant industry/professional experience in town/urban planning, social planning, urban policy, architecture, landscape architecture, urban design, environmental planning or a related field.

Notes: Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

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: Claire Adams (02) 6205 2721 Claire.Adams@act.gov.au

Development and Implementation

Sustainable Land Development

Senior Director

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 35426, several)

Gazetted: 21 April 2023

Closing Date: 9 May 2023

Details: Are you a high performing leader, who can lead a team to effectively and efficiently deliver the key urban renewal objectives of Government.

The Environment Planning and Sustainable Development Directorate are seeking applications from highly motivated individuals to foster a culture of collaboration, innovation and excellence, and you will facilitate co-operation and partnerships with other parts of the directorate, ACT Government, key private sector organisations and the community.

The Development and Implementation division is looking to fill several Infrastructure Manager/Specialist 3 positions with strong leaders, with a vision towards sustainable, innovative, and best practice development and project management for the ACT Government and community. You will work with a high level of autonomy, leading a small team of professionals driving a number of land supply functions within the directorate. This

includes site assessment and due diligence processes to support the Indicative Land Release Program, infrastructure projects of providing both civil and commercial outcomes. The division is also responsible for a number of other functions including, direct sales requests and the ACT Governments ongoing loose fill asbestos response.

We value people with a breadth of professional experience, that bring innovative and solution-focussed ideas, enjoy being a part of multidisciplinary team, have a good eye for detail, and are committed to excellence in delivering on Government.

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

Eligibility/other Requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture - a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Property Development – a graduate or master qualification in property development from a recognised University and a minimum of ten years relevant experience in the industry area; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practicing Project Director (CPPD) or Certified Practicing Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least 10 years relevant experience in Project Management, as prescribed in the attached work level descriptors.

Note: This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

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: Jeremy Smith (02) 6207 2738 jeremy.smith@act.gov.au

Corporate Services and Operations

Finance, Information and Assets

Strategic Finance

Finance Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 13772)

Gazetted: 26 April 2023

Closing Date: 17 May 2023

Details: Strategic Finance, Financial Reporting, is responsible for delivering high quality financial reports to the Directorate with the preparation of the Annual Financial Statements. The team's responsibilities include:

Quality assurance of financial information for month-end reporting through the preparation of balance sheet reconciliations.

Preparation of the financial statements to meet the Directorates statutory reporting requirements.

Manage the tax function to ensure tax responsibilities are met.

Analyse consolidated financial statements for YTD variances; actuals to budget; and actuals to prior period.

Provide support and advice to the Directorate on accounting related issues.

Manage the asset register to ensure that assets are being accounted for in accordance with the accounting standards.

Preparation and maintenance of financial delegations, Director-General Instructions and all related finance procedures and documents.

Manage the accounts receivable function, including 30 year loans and the land rent program.

Manage the accounts payable function, including managing APIAS, providing training as required, and promoting timely payment of invoices.

Manage credit card policies, including the process of new applications and follow up actions in relation to unacquitted credit cards and credit card audits.

Coordinate salary approvals within the required timeframe and undertake salary corrections.

Cash management, including cash forecasting and fortnightly drawdowns.

Maintain security bonds and deeds.

To be a strong contender for this role you will have demonstrated experience in a range of finance tasks, particularly in relation to the accounts receivable function. You will have the ability to manage competing work priorities with limited supervision to deliver on time, particularly with month end processing.

The primary responsibilities for the position are to:

Complete the accounts receivable processes for the Directorate including invoicing and receipting of 30 year loans and land rents.

Undertake end of month processes, including preparing necessary journals, analytical reviews to eliminate errors and to ensure completeness, undertake general ledger reconciliations and other necessary tasks.

Implement and monitor proactive debt collection methods in accordance with ACT Government procedures and other requirements.

Note: This is a temporary position available immediately for up to 12 months

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

How to apply: Please provide a two-page statement addressing your suitability for the role based on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities and Selection Criteria listed in the Position Description and a copy of your current curriculum vitae.

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

Contact Officer: Amy Sleeman 02 6207 2388 Amy.Sleeman@act.gov.au

Independent Competition and Regulatory Commission

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

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

Chief Executive Officer

Temporary Vacancy (4 May 2023 until 31 December 2023 with possibility of extension up to 9 months)

Independent Competition and Regulatory Commission

Position: E643

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 26 April 2023

The Independent Competition and Regulatory Commission (ICRC) is the ACT's independent economic regulator and sits within the Treasurer's portfolio. The ICRC is seeking an appropriately qualified person to temporarily fill the position of CEO to lead and manage the agency.

This position is available from 4 May 2023 until 31 December 2023, with the possibility of extension up to 9 months, while the nominal occupant is on leave.

The CEO leads and manages the ICRC secretariat to conduct price investigations, oversee the economic regulation framework for energy and water utilities and energy retailers, ensure utilities and retailers comply with legal and licence obligations, assess and report on the utilities' performance, and develop regulatory policy advice to the

government on complex and technical issues that are important to protect ACT consumers. The successful applicant will report directly to the senior commissioner and will be responsible for ensuring the agency operates effectively, produces high quality outputs including regulatory reports and ministerial briefing material, engages effectively with stakeholders, meets the commitments in the Statement of Intent, and complies with good governance practices. The main focus of work over the period will be water and sewerage services price investigation.

For further information please see the attached position description.

To apply: Please submit a pitch style response of no more than 1 page demonstrating your experience against the Executive Capabilities in the attached position description, details of two referees, and a current curriculum vitae to Joe Dimasi, Senior Commissioner, via email at Joe.Dimasi@act.gov.au by COB Monday 1 May 2023.

For further information about the role please contact Joe Dimasi at Joe.Dimasi@act.gov.au. For more information about ICRC see www.icrc.act.gov.au.

Note: The successful candidate may be selected based on written application and referee reports only.

Remuneration: The position attracts a remuneration package ranging from \$251,374 - \$261,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,205.

Contact Officer: Joe Dimasi Joe.Dimasi@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

Legislation, Policy and Programs

Justice Reform

Restorative Justice Unit

Senior Convenor

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43824)

Gazetted: 26 April 2023

Closing Date: 17 May 2023

Details: The Restorative Justice Unit (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.

The RJU provides innovative and voluntary restorative justice services to persons harmed by an offence, those responsible for the harm, and their respective communities. Careful assessment, preparation and facilitation ensures a safe and productive environment for participants to discuss: what happened; how people are affected; and how to make things better. In doing so, the RJU aims to:

Support people who have been harmed by crime, provide a forum for their voice, and empower them to have their needs addressed in the aftermath

Repair and strengthen supportive relationships for both persons harmed and persons responsible

Encourage responsibility-taking by persons responsible

Identify outcomes which aim to address the interests and needs of persons harmed as well as developing strategies to support the person responsible not to repeat any behaviours that might have led to the harm being caused.

The Senior Convenor will be an experienced and motivated restorative justice professional, joining the team in a leadership role. They are responsible for preparing, assessing, and convening restorative justice conferences and should have, or be able to rapidly acquire, an expert understanding of the *Crimes (Restorative Justice) Act 2004*.

The Senior Convenor maintains a caseload, including matters involving sexual offences and family violence.

The Senior Convenor will also lead a small team of Convenors, providing oversight and coordination to caseloads and support for individual cases, as well as supervision and professional development.

The successful candidate will also manage projects to assist the enhancement of restorative justice practice and to advance the RJU's goals. The Senior Convenor additionally provides guidance to the Operational Support Team and supports the Senior Director as a member of the RJU's leadership team.

The Senior Convenor will have a passion for restorative justice and for empowering others to achieve their best.

The Senior Convenor will have experience as a restorative justice convenor in the criminal justice system and will have the ability to manage participants in a group setting, some of whom may be displaying strong emotions. To

be successful in the role, the candidate will have outstanding communication skills and be capable of moving from highly intuitive and creative thinking when working with diverse clients and supporting staff, to detailed work on administrative, assessment and project tasks.

This role is a unique and rewarding opportunity to work with clients in a voluntary and empowering way to address the impacts of harmful behaviour in their lives, and to support a small team of Convenors to do the same. Participants who have worked with the RJU Convenors report:

"I'm glad I got to see him again [the offender], I remembered him as being dangerous, but today he just looked scared. I'll never forget how scared I felt when he broke in, but now I see him differently and he doesn't frighten me anymore"

"It was a difficult moment for my family, but RJ allowed us to put the past behind us and look forward to the future."

The RJU is committed to building an inclusive and diverse workplace. As part of this commitment Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply. Eligibility/ Other Requirements

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

The following would be desirable:

Class C drivers licence.

Experience working in restorative justice and within the criminal justice setting; with adults and or young people; people harmed by crime and those responsible for causing harm; sexual offences and family violence matters.

A degree in criminology or behavioural sciences.

Qualifications in conflict resolution/mediation.

The successful candidate will also be required to complete background/security clearance checks.

Notes: This is a temporary position available immediately until 18 March 2024 with the possibility of extension up to 12 months and/or permanency.

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

How to apply: Applicants should submit:

A supporting statement (no more than three pages) with 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 Courts and Tribunal

Financial Business Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60516)

Gazetted: 24 April 2023

Closing Date: 1 May 2023

Details: Join a supportive team with ample opportunities to perform, grow, and succeed, along with the benefits of flexible working arrangements.

The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (ACAT) with registry, court support, forensic, corporate and strategic services.

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), including services relevant to data, reporting, analytics, and insights.

The Financial Business Analyst will identify, document, and understand ACTCT's business requirements and areas for improvement through gathering and analysing both technical and non-technical data and information of the organisation's fines management processes and data. The Financial Business Analyst will also manage the Fines

Management Project and ensure that fines and financial issues are quantified, recommendations of resolutions are sought, and practical solution options are developed.

The Financial Business Analyst will have the following capabilities:

Professional / Technical Skills and Knowledge

Demonstrated skills, knowledge and experience in conducting financial business analysis, business process analysis, and related project management.

Demonstrated experience in formulating solutions that are innovative, viable, effective, economical and user-friendly.

Proven strong conceptual, analytical, organisational and problem-solving skills.

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 and with a high attention to details.

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 principles and practices, as well as an understanding and commitment to ACTPS values and behaviours.

Eligibility/Other Requirements:

Relevant tertiary qualifications or relevant experience in Finance, Auditing, Accounting, or a related field is highly desirable.

Police checks may be conducted.

Notes: This is a temporary position available until 30 June 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: Please submit

Your up-to-date curriculum vitae (max 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 must be submitted via the Apply Now button below.

Contact Officer: Neeti Chauhan (02) 6207 7498 Neeti.Chauhan@Courts.act.gov.au

Security and Emergency Management Division

CVE Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61117)

Gazetted: 24 April 2023

Closing Date: 8 May 2023

Details: Do you have experience in program coordination and delivery? Are you looking for a position where you can build relationships with a wide variety of stakeholders? Do you like to think creatively about new ways to achieve team priorities? Do you want to contribute to the safety and security of 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 Countering Violent Extremism (CVE) Coordinator is responsible for coordinating and delivering activities that are aimed towards countering violent extremism in the ACT. The CVE Coordinator will work closely with the Director, CVE Strategy and Engagement, to ensure delivery of the ACT's Living Safe Together Intervention Program (LSTIP) and other CVE initiatives in the ACT.

The CVE Coordinator will need to foster and maintain strong working relationships with CVE partners including the Department of Home Affairs, ACT Policing, ACT Health, Education and Community Services Directorates. The ability to communicate effectively, think critically and creatively, conduct research, analysis and planning is necessary.

Well-developed organisation, time management and written skills, including the ability to prepare plans, reports, meeting papers and Ministerial Briefs is essential.

Eligibility/Other Requirements: The successful applicant must possess or be able to acquire and maintain the minimum of a Negative Vetting 1 security clearance. 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: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may include work sample testing and interview. This position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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.

a curriculum vitae no longer than three pages, including details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Edmundson on Rebecca.Edmundson@act.gov.au or (02) 6207 6168

Office of the Director-General

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61357)

Gazetted: 24 April 2023

Closing Date: 8 May 2023

Details: The Justice and Community Safety Directorate is seeking a proactive and self-motivated person to work as the Executive Officer, to the Deputy Director-General, Justice.

The Executive Officer provides high-level support to the Deputy Director-General Justice. The successful applicant will prepare and/or coordinate briefings, speeches and correspondence as well as undertaking projects, conduct research and analysis. The Executive Officer will proactively identify and escalate priority issues requiring the Deputy Director-General's early attention and provides advice & support to the JACS Senior Executive and executive and administrative staff on priority matters, including responding flexibly to emerging priorities.

The successful applicant will have a good knowledge, or capacity to quickly gain a good knowledge, of the functions of the Directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and government processes. The applicant should have highly developed organisational skills and a demonstrated ability to be proactive, flexible and to manage competing priorities. Delivering these within tight timelines, whilst working under pressure in a dynamic work environment. The position also requires the ability to use sound judgment, including the ability to problem-solve and present solutions and the ability to work effectively within a sensitive and confidential work environment.

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

Eligibility/Other Requirements:

Possession of, or the ability to acquire, a Negative Vetting (NV 1) national security clearance.

The occupant of this role will be required to undergo a Police Check.

Legal qualifications and/or a sound understanding of ACT legal frameworks will be well regarded.

This position does not require a Working with Vulnerable People Check.

Note: This is a temporary position available immediately for up to 12 months.

How to Apply: Please submit an application no longer than two pages outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge Components outlined in the Position Description. You should also provide a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer McNeill (02) 6205 3504 Jennifer.McNeill@act.gov.au

Legislation, Policy and Programs

Civil and Regulatory Law

Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 34434)

Gazetted: 21 April 2023

Closing Date: 10 May 2023

Details: Do you enjoy a challenge and want to help shape the direction of the ACT's justice system? The Civil and Regulatory Law Branch in the Justice and Community Safety Directorate has two exciting opportunities available for individuals looking to work in legal policy, who would like to contribute to achieving great outcomes for the ACT community.

Two permanent positions are available across our Branch. An ASO 6 Policy Officer role is available in our Housing and Consumer protection team and an ASO 5 Policy Officer role is available in our Access to Justice team.

The Housing and Consumer Protection team is responsible for legislation governing private housing such as tenancy and strata law and other civil laws such as defamation, succession, consumer protection and a range of regulatory matters.

The Access to Justice team undertakes legal policy work in relation to administering the National Legal Assistance Program for the ACT and community legal assistance, tribunal and courts legislation, including supporting future coronial reform initiatives and facilitating appointments to ACT Courts and Tribunal.

As a member of the Civil and Regulatory Law Branch, you will also contribute to the wellbeing of Canberrans through your work on the administration of the justice system and developing and administering a variety of justice and community safety initiatives.

As a Policy Officer, under the supervision of team leaders, you will be a part of work developing and implementing policy and legislation relating to general civil and commercial law.

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

Eligibility/ Other Requirements

Relevant tertiary qualifications in law or a related field or significant study towards gaining qualifications is highly desirable.

Notes: There are two permanent advertisements running concurrently to fill the following positions - one ASO 6 Policy Officer - P42654 role in our Housing and Consumer protection team and one ASO 5 Policy Officer - P34434 role in our Access to Justice team. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

Selection may be based on application and referee reports only.

How to apply: Candidates are welcome to apply for one or both roles and should apply for each role separately.

Submit a pitch addressing how you would approach the role with reference to the capabilities listed in the position description (maximum of two pages); and a current curriculum vitae with the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Smyth (02) 6205 9553 Kate.Smyth@act.gov.au

Legislation, Policy and Programs

Civil and Regulatory Law

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42654)

Gazetted: 21 April 2023

Closing Date: 10 May 2023

Details: Do you enjoy a challenge and want to help shape the direction of the ACT's justice system? The Civil and Regulatory Law Branch in the Justice and Community Safety Directorate has two exciting opportunities available for individuals looking to work in legal policy, who would like to contribute to achieving great outcomes for the ACT community.

Two permanent positions are available across our Branch. An ASO 6 Policy Officer role is available in our Housing and Consumer protection team and an ASO 5 Policy Officer role is available in our Access to Justice team.

The Housing and Consumer Protection team is responsible for legislation governing private housing such as tenancy and strata law and other civil laws such as defamation, succession, consumer protection and a range of regulatory matters.

The Access to Justice team undertakes legal policy work in relation to administering the National Legal Assistance Program for the ACT and community legal assistance, tribunal and courts legislation, including supporting future coronial reform initiatives and facilitating appointments to ACT Courts and Tribunal.

As a member of the Civil and Regulatory Law Branch, you will also contribute to the wellbeing of Canberrans through your work on the administration of the justice system and developing and administering a variety of justice and community safety initiatives.

As a Policy Officer, under the supervision of team leaders, you will be a part of work developing and implementing policy and legislation relating to general civil and commercial law.

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

Eligibility/Other Requirements: Relevant tertiary qualifications in law or a related field or significant study towards gaining qualifications is highly desirable.

Notes: There are two permanent advertisements running concurrently to fill the following positions - one ASO 6 Policy Officer role in our Housing and Consumer protection team P42654 and one ASO 5 Policy Officer role in our Access to Justice team P34434. Please ensure you apply for the appropriate classification to meet your qualifications and experience. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

Selection may be based on application and referee reports only.

How to Apply: Candidates are welcome to apply for one or both roles and should apply for each role separately.

Submit a pitch addressing how you would approach the role with reference to the capabilities listed in the Position Description (maximum of two pages); and a current curriculum vitae with the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Smyth (02) 6205 9553 Kate.Smyth@act.gov.au

ACT Corrective Services

Offender Reintegration

Offender Reintegration

Director, Justice Housing Program and Sentence Administration Section

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44003)

Gazetted: 21 April 2023

Closing Date: 4 May 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position Director, Justice Housing Program and Sentence Administration Section (SOGB).

Through the provision of strong, ethical, collaborative, and highly visible leadership, the successful applicant will manage the Justice Housing Program (JHP) initiative, which aims to reduce the population in the Alexander Maconochie Centre and reduce recidivism. This will be achieved through the provision of temporary accommodation for various cohorts of justice-involved people.

The Sentence Administration Section (SAS) is responsible for the management of independent and robust detainee security classification processes, and the timely and accurate administration of detainee sentences, parole orders and community sentences.

The successful applicant will work closely with internal and external stakeholders to administer sentence calculations and sentence classifications, and to facilitate the transfer of prison sentences, parole orders and community-based sentences. You will also ensure that detainees receive a security classification at the lowest category consistent with managing their continuing custody, the safety of the public, staff and other detainees, and security and good order at a correctional centre.

This role presents enormous opportunity to shape service provision for people with high and complex needs, working collaboratively with government, the community services sector and people with lived experience, to make a tangible difference in the Canberra community.

To be successful, you will demonstrate strong leadership and management qualities, exceptional communication and interpersonal skills and an ability to develop and compose complex workplace documents.

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

Eligibility/ Other Requirements

Demonstrated experience or willingness to work with offenders is essential.

The successful candidate may be required to undergo a criminal record check.

Current registration issued under the Working with Vulnerable People (Background Check) Act 2011 is required.

Notes: This is a temporary position available for six weeks from 22 May 2023, with the possibility of extension up to 12 months and/or permanency

How to apply: To apply, applicants are required to submit two items: (1) A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

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

Corporate

Strategic Finance

Assistant Director Senior Financial Management Accountant

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 29265)

Gazetted: 21 April 2023

Closing Date: 5 May 2023

Details: Strategic Finance is seeking a motivated, well organised person who can work independently and as a team member to effectively perform the role and functions of Assistant Director, Senior Management Accountant. They should possess a good understanding and have experience in public sector budget processes and financial frameworks, management accounting skills, excellent analytical ability and are client focused with high-level communication skills.

Strategic Finance is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting managers with business specific financial needs.

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

Eligibility/ Other Requirements

The successful applicant will be required to:

assist in the development and coordination of the Directorate's internal and external budget process and annual financial statements;

undertake financial analysis and budget costings;

financial and performance management reporting and forecast;

assist in ensuring compliance with Treasury guidelines, statutory reporting and other legislation requirements and timeframe; and

liaise and negotiate with other agencies as required.

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

A merit list will be formed to fill any future vacancies within the next 12 months.

How to apply: Potential candidates should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Timbrell (02) 6207 0211 Mark.Timbrell@act.gov.au

ACT Corrective Services

Corporate Services

Information, Security and Business Solutions

Security Systems Manager

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 41514)

Gazetted: 20 April 2023

Closing Date: 4 May 2023

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, enthusiastic and suitably qualified person to fill the role of Security Systems Manager (SITOB), within Corporate Services. This position is based at the Alexander Maconochie Centre (AMC) in Hume.

The successful applicant will be responsible for overseeing the operations of Electronic Security Systems used at the AMC, to monitor and maintain safety and security of detainees, staff and visitors. You will also provide technical leadership, project, contract, and procurement management and administer the broad portfolio of systems.

In addition, you will be required to develop strong and direct relationships with key stakeholders, including vendors, contractors and consultants involved in security systems management to progress various system maintenance activities, work requests, daily security systems operations and planning for changes and project works.

Further to this, you will provide high quality strategic advice, briefings, reports and written material relating to matters from the information, security, and business systems portfolios, for the Commissioner, Executive Team and other stakeholders.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders, in addition to high level conceptual and analytical skills.

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 experience of five to seven years in security systems operations or administrations is essential.

Relevant territory qualifications or graduate/Bachelor's degree in System Administration, ICT Systems Management or in similar field is essential.

Experience in Corrections or similar Government agencies is desirable.

Experience in SQL, Microsoft Excel and crystal reporting is highly desirable.

The successful candidate may be required to undergo a criminal record check.

Eligible candidates will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Current Driver's Licence.

How to apply: To apply, applicants are required to submit three items:

A one-to-three-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements;

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and

A copy of their driver's licence.

Please ensure you submit all required items.

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

Contact Officer: Mark Moerman (02) 6207 4338 Mark.Moerman@act.gov.au

Community Safety

First Nations Justice

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58947)

Gazetted: 20 April 2023

Closing Date: 11 May 2023

Details: The First Nations Justice Branch is seeking to permanently fill an identified ASO6 Project Officer position within a small and passionate team that is dedicated to improving cultural integrity and how the Justice and Community Safety Directorate operates in partnership with the ACT First Nations Community.

Under broad direction, the Project Officer will support the Branch to work closely with the local First Nations Community, Community organisations and ACT Justice agencies to assist to develop, deliver and monitor a range of initiatives aimed at improving outcomes for First Nations People and their families who are engaged with the ACT criminal justice system.

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.

How to apply: Please submit a written application addressing the Selection Criteria maximum of two pages, 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: Caroline Marsh 0407 190 966 Caroline.Marsh@act.gov.au

Legal Aid Commission

Legal Aid ACT

Lawyers – Criminal Practice

Legal 1 (Legal Aid ACT)/ Legal 4 (Legal Aid ACT) \$71,499 - \$147,459, Canberra (PN: 000LAC)

Gazetted: 24 April 2023

Closing Date: 30 April 2023

Details: Legal Aid is seeking suitably qualified lawyers for a range of positions within our Criminal Practice.

Working at Legal Aid Commission (ACT) is an opportunity to do challenging but rewarding work and make a meaningful contribution to the circumstances of disadvantaged and vulnerable clients and communities in the ACT.

Applicants should have an interest in criminal law (pleas, mentions, bail applications, defended hearings, trial instructions).

If you thrive in a fast-paced environment that offers variety, challenge and professional development – then we want to hear from you...apply now!

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required.

How to Apply: Please ensure that you complete the relevant criteria against the relevant position which is located in the Position Description.

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

Contact Officer: John Boersig 02 6243 3411 John.Boersig@legalaidact.org.au

Major Projects Canberra

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

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

Project Development and Support

Ministerial Government Corporate Support

Governance

Senior Information and Audit Officer (Governance)

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33687)

Gazetted: 26 April 2023

Closing Date: 12 May 2023

Details: Major Projects Canberra (MPC) is seeking an Information and Audit Officer to support our important Freedom of Information, open Access and Audit services within the directorate.

MPC was established to lead the procurement and delivery of the ACT Government’s infrastructure program. Its vision is to deliver the infrastructure for our community which helps make Canberra one of the world’s most liveable cities.

The Information and Audit Officer is responsible for various activities in Major Projects Canberra, including the management and coordination of Major Project Canberra’s Freedom of Information requests and Open Access

requirements. The role also works closely with the Head of Internal Audit, including tracking and implementing MPC's Internal Audit Recommendations.

The role sits within the Project Development and Support Division in MPC, which is responsible for ensuring good governance, effective people management and implementation of modern ICT, communications and engagement activities.

Reporting up to the Senior Director, Governance this role will have significant contact with senior directorate officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines.

Eligibility/other requirements:

Expert level MS Word, Excel, PowerPoint, and Outlook is highly desirable.

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

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: Clare Guest (02) 6205 3534 Clare.Guest@act.gov.au

Infrastructure Delivery Partners Commercial Project Management Project Officer

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 55220)

Gazetted: 21 April 2023

Closing Date: 9 May 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 develop your Project Management capabilities?

Take the next step in a meaningful Project Management career with a role at Major Projects Canberra (MPC). At MPC we value diversity and 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.

As a Project Officer, you will be responsible for supporting the delivery of design and construction on a broad range of medium to complex infrastructure projects. For the right person, this role may also provide the opportunity to lead and manage low risk projects.

At MPC we deliver and collaborate with a variety of ACT Government directorates, with broad networking relationships across the Canberra Region. Our projects included the delivery of a range of commercial projects, including education facilities, municipal buildings, cultural facilities, arts, public parks and sporting venue. You'll be working on projects that shape Canberra and contribute to the future of the community. Please click on this link to see Major Projects Canberra in action – www.act.gov.au/majorprojectscanberra.

Sound interesting? This may be the opportunity you have been looking for.

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.

Current and former ADF members are encouraged to apply.

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.

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

How to Apply: 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

Office of the Chief Projects Officer

Deputy Chief Projects Officer (Deputy Director-General)

Executive Level 3.3 \$396,738 - \$412,649 depending on current superannuation arrangements, Canberra (PN: E1198)

Gazetted: 26 April 2023

Closing Date: 3 May 2023

Details: Major Projects Canberra is seeking a highly experienced and skilled professional to oversee the delivery of multiple complex major infrastructure projects on a short-term contract.

The Deputy Chief Projects Officer has managerial responsibility for three Designated Projects as assigned by the Chief Projects Officer.

The role will provide support and guidance to the project directors of the Designated projects, ensure the projects are managed in a manner whereby safety is of paramount importance and ensure projects are delivered in a timely, value for money and quality manner.

Eligibility:

Mandatory:

The position requires substantial experience in construction responsibilities of large scale, complex infrastructure projects.

Relevant tertiary qualifications in a construction, engineering, project management, commercial or legal discipline is required.

Desirable:

Knowledge of the ACT Government or other State Government procurement and delivery processes would be highly regarded.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$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 available immediately until 14 July 2023.

How to Apply: If you are interested in this exciting opportunity, please provide no more than one page addressing the selection criteria and job specific criteria, current curriculum vitae, two referees and mandatory qualifications.

Applications should be submitted to the Contact Officer

Contact Officer: Martin Little 62079322 Martin.Little@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Development Delivery

Urban Development

Development Director, Urban Releases

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 59304)

Gazetted: 24 April 2023

Closing Date: 8 May 2023

Details: We are seeking an exceptional candidate who will lead the Urban Releases team with oversight over a number of complex land releases and projects while working closely with the Program Director. As a Development Director, you will be responsible for provision of advice on implementation of SLA's policies, program delivery and stakeholder engagement. You will be required to collaborate with other ACT Government Directorates, industry

and community groups as well as prepare reports and/or papers for information or decisions by SLA Executive, SLA Board or SLA Minister.

We are seeking candidates with understanding of the Canberra market and have leadership and strategic thinking skills complemented by experience in delivering programs and genuine engagement practices.

The Development Delivery Branch (the Branch) is made up of two business units – Greenfield and Urban Development. We deliver project planning, community/stakeholder engagement, estate design and land sale delivery of projects to optimise the Territory's social, environmental and economic return on land development activities in the ACT.

In line with the government's Indicative Land Release Program (ILRP), this includes development of government-owned land for residential, commercial, industrial, community and other uses. We establish project teams and manage projects from inception to completion.

Our vision is to create great places where communities thrive.

Our developments and land releases aim to balance social, economic, and environmental benefits for all Canberrans through:

Affordable living

A safe and healthy population

Social inclusion and diversity

Housing choices

Environmental sustainability

The Development Director, Urban Releases reports to the Program Director, Urban Development and is responsible for the delivery and reporting on annual ILRP land sales and associated KPIs which include SLA Sustainability Strategy and Placemaking Framework targets.

The successful candidate will require knowledge and experience in land sales, land sale contracts, place led community engagement and project management. Relevant tertiary qualifications or experience deemed equivalent is highly desirable.

Eligibility/Other Requirements: Positions classified as an Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

A diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Have at least 10 years relevant experience in project management, as described in the work levels.

The relevant ACT Government work level descriptors and skill expectations for an Infrastructure Manager position can be reviewed here: https://www.cmtedd.act.gov.au/_data/assets/pdf_file/0020/1105913/Infrastructure-Manager_Specialist-Work-Level-Descriptors.pdf

Note: This is a temporary position available from 1 June 2023 until 1 April 2024 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. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Moy (02) 6205 1991 Adrian.Moy@act.gov.au

Suburban Land Agency

Program Solutions

Community Development and Engagement

Digital Content Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43941)

Gazetted: 21 April 2023

Closing Date: 5 May 2023

Details: We're looking for an experienced, passionate and creative digital content officer to join our busy team.

In this role you will:

Create content!

Coordinate our social channels and be responsible for growing our social media communities on Facebook, Instagram, Twitter, YouTube and LinkedIn.

Use our social channels and website to tell the many stories from our thriving new communities, as well as the great work being done by the Suburban Land Agency.

Be passionate about developing stories through all means of content – including digital media and occasional copywriting. You'll be required to capture, produce and publish your own work.

Develop and action digital communications strategies which capture the Suburban Land Agency's events, programs, campaigns and initiatives.

Use our social media and web analytics to build digital content strategies - recognising emerging themes and trends which will attract online audiences.

Work closely with our marketing and Mingle teams to promote the Suburban Land Agency's various brands cohesively through digital media.

Get to know our technology – including cameras, Adobe editing suite and other Apple photography gear.

Interpret our web and social analytics to decide the best way forward for each of our digital platforms.

We're looking for someone who:

Loves all things social media and digital media.

Is willing to be 100% part of the team, active during key social media times (i.e., some evenings and weekends).

Has proven experience in a similar role.

Loves creating videos, storytelling and is a self-starting, creative thinker who has the skills to be able to execute big ideas individually and as part of a team.

Has a good understanding of content marketing.

Is genuinely passionate about providing an amazing customer experience.

Has close attention to detail, can multi-task and is organised.

Can pick up new things quickly and has a technical understanding of operating a wide variety of digital and multi-media tools and technologies.

Loves brainstorming, thrives on variety and enjoys a challenge.

Your qualifications, experience and skills

You will have three+ years' hands-on experience in digital media management/co-ordination where you have developed and executed content for social media and the web.

You will have experience in developing and executing digital communications strategies, managing social profiles, groups, comments etc.

Strong photography/videography skills – we use Canon, Apple and Adobe products.

Specifically, you'll need working knowledge of video-editing, photo-editing and design software (Premier, Photoshop, Indesign, Illustrator, Shootsta).

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mayumi Piper (02) 6205 3146 Mayumi.Piper@act.gov.au

Suburban Land Agency

Program Solutions

Community Development and Engagement

Director, Stakeholder Relations & Media

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 55376)

Gazetted: 20 April 2023

Closing Date: 27 April 2023

Details: The Community Development & Engagement team connects with the community and stakeholders to: seek input from the community

build working relationships with industry

support networks in new greenfield estates.

We deliver:

our stakeholder engagement strategy

the Mingle program.

The Director, Stakeholder Relations & Media responsibilities include:

Oversee and manage the Agency's Stakeholder Engagement Strategy.

Provide strategic advice about stakeholder engagement in line with Agency and whole of government policies and expectations.

Support media liaison, communications and issues management services and advice to senior management and staff, and support whole of government media liaison including proactive media opportunities to enhance the Agency brand and key projects.

Support media strategies, collate and prepare information in response to media requests, liaise with stakeholders on behalf of the Agency, and collaborate on cross-government communication projects including both planned and emergency communications.

Produce and edit content for internal and external publications including function briefs, media releases and speeches, Board reports, Ministerial responses and policies/guidelines.

Prepare communications and digital strategies and work with the Urban, Greenfield, Sales, Marketing, Digital and Mingle Teams to communicate and engage with community and stakeholders.

Attend Agency events as required and assist with media and communications liaison activities.

Provide advice to senior management, staff and the Minister's office on digital media issues and oversee the Agency's websites and social media platforms, including a website refresh.

Coordinate communication materials to ensure effective and consistent messaging. This may include letters, signage, newsletters, website content and event materials.

Oversee multiple social media accounts including the coordination of content, client responses and interaction (this may include after-hours monitoring).

Manage project budgets to maximise cost-effectiveness and compliance of external suppliers in accordance with relevant legislative requirements including maintaining records in accordance with the *Territory Records Act 2002*.

Develop and monitor campaign activities in a timely manner, supervise staff and consultants, and manage workloads.

Analyse, identify and review risks, and develop associated risk management and operational plans.

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

Eligibility/Other requirements

Seven years experience in communications, exceptional oral, written and interpersonal skills, and an interest in and understanding of local political issues.

Tertiary qualifications in public relations, communications, digital media, journalism or related discipline; or equivalent senior level experience in a government setting.

Notes: This is a temporary position available immediately for three months with the possibility of permanency

How to apply: Applicants should submit an expression of interest of not more than 2 A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mayumi Piper (02) 6205 3146 Mayumi.Piper@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

Executive Branch Manager Planning and Delivery

Temporary Vacancy (1 May 2023 to 28 July 2023 with possible extension up to nine months)

Transport Canberra and City Services

Territory and Business Services

Position: E1164

(Remuneration equivalent to Executive Level 1.4)

Circulated: 21 April 2023

Circulated to: ACTPS Senior Executive List and ACTPS, SOGA

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Planning and Delivery for the period 1 May 2023 to 28 July 2023 with possible extension up to nine months.

Reporting to the Executive Group Manager Transport Canberra, the Executive Branch Manager (EBM) Planning & Delivery is an integral role in enabling strategic policy to be successfully delivered through the operational arms of Transport Canberra. The role will lead Transport Canberra in developing long-term strategies and plans, policies, as well as delivering high-quality customer and community focussed engagement to continually improve the experience of ACT's integrated public transport services, in alignment with Strategic Transport Plan and Government commitments. Supported by a dedicated Branch and working across the Directorate and government, the EBM Planning & Delivery will lead the development of policies and associated strategies to improve service delivery and enable outcomes for the community in line with the Government's objectives, with a focus on social, economic and environmental sustainability.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to sarah.taylor-dayus@act.gov.au by COB Friday 28 April 2023.

Contact Officer: Sarah Taylor-Dayus Sarah.taylor-dayus@act.gov.au (02) 6207 4593

Transport Canberra and Business Services

Bus Operations

Field Operations

Field Transport Officer

Transport Officer Grade 3 \$108,910, Canberra (PN: 20236)

Gazetted: 26 April 2023

Closing Date: 10 May 2023

Details: Transport Canberra is looking for people who are interested in becoming a full-time, permanent Field Transport Officer.

Field Transport Officers are an integral part of Transport Canberra's frontline management group. Field Transport Officers monitor network performance and attend to incidents or situations that affect the correct, safe and timely operation of the bus network and individual services. Field Transport Officers operate in small teams under limited supervision across the ACT and are expected to demonstrate a high-level of initiative and independence.

Working either independently or as part of a small team, Field Transport Officers are responsible for:

Monitor the performance of Transport Canberra's bus network and individual services.

Attend to and report on incidents and situations that affect the correct, safe and timely operation of the bus network or individual services.

Be a frontline manager representing Transport Canberra during incidents/accidents and dealing with members of public. This includes liaising with various stakeholders, including emergency services, other government agencies, and non-government contractors.

Perform asset management, maintenance and repair tasks.

Provide excellent customer service to passengers, the public and other stakeholders, including driver support. Assist with charter movements and special events while maintaining and promoting the safety of yourself, your colleagues, passengers and the public. Utilise effective oral and written communication skills to assist in completing correspondence and reports relevant to Field Operations, including emails, incident reports, daily reports, service timings/loadings, injury and collision reports, and security reports. Perform other duties as requested. Demonstrate ability or commitment to work overtime on a regular basis. Conduct revenue protection across the bus network. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTQIA+ are encouraged to apply. Eligibility/Other Requirements: Hold a Heavy Rigid Licence (HR) is essential. Working with Vulnerable People Card (WWVP) registration. Current First Aid Certificate or have the ability to obtain. Minimum of one years driving experience as a Bus Operator. Note: An order of merit 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 response to each of the five points (maximum of 350 words per point) listed under the 'What you Require' section in the Position Description. Please provide a current Resume/curriculum vitae including 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: Ian Corey (02) 6205 0676 Ian.Corey@act.gov.au

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Project Manager (Urban/ Landscape)

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 49922)

Gazetted: 26 April 2023

Closing Date: 10 May 2023

Details: Infrastructure Delivery manage and deliver Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery is seeking a Project Manager with experience in landscape and urban design focused infrastructure projects. The Project Manager is a key member of the Urban team and is responsible for the planning, design scope, procurement and execution of key urban and landscape design capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

The position primary responsibilities are to:

Develop and effectively project manage multiple capital works projects through the engagement of ACT Government delivery agencies, consultancies and / or contractors.

Perform a supervisory and mentoring role to junior officers in the delivery of capital works projects.

Develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

Application of well-developed skills in project management to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within ID. These skills will include, public realm/ landscape design and planning, project planning, project budget management and legislative approvals.

Eligibility/Other Requirements: Applicants must hold a relevant professional qualification in Landscape Architecture, Architecture, Planning, Urban Design or Project Management or accreditation with a professional body recognised within Australia; or have significant building or Infrastructure knowledge and/or project management experience.

Note: 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: Applicants must provide a response (maximum of one page per criteria) addressing 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: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

Chief Operating Officer Group

Governance and Ministerial Services

Boards and Committees

Inspector, ACT Veterinary Practitioners Board

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61224, several)

Gazetted: 24 April 2023

Closing Date: 25 May 2023

Details: The ACT Veterinary Practitioners Board (the Board) is seeking an experienced person with a regulatory background to fill the position of Inspector. Inspector positions will be offered for up to three years at a time. The Board is a statutory Board established under the *Veterinary Practice Act 2018 (the Act)* and is responsible for regulating and registering veterinary practitioners and veterinary premises, as well as setting the standards and fees applicable to veterinary practitioners and premises in the ACT.

Veterinary premises that are used for the provision of veterinary services in the ACT must be approved by the Board with a requirement of registration being that premises must be inspected at initial registration and then on at a least four-yearly schedule. The purpose of inspections is to ensure the veterinary premises meets the Veterinary Practice Veterinary Premises Standards 2018 (or any new standards subsequently published by the Board).

The duties of an inspector include, but are not limited to:

Under broad direction, perform the duties required of an inspector under the *Veterinary Practice Act 2018*, including liaising with veterinary practitioners and premises.

Under limited direction, provide independent regulatory and inspection functions relating to the administration of the *Veterinary Practice Act 2018* and the Veterinary Practice Veterinary Premises Standards 2018.

Respond to ad hoc, sometimes short notice, requests to inspect veterinary premises while working safely and autonomously.

Under broad direction, prepare reports in writing and verbally report to the board on the outcome of inspections of premises or individual veterinary practitioners.

Understand good regulatory practice and governance, and appropriately manage issues such as conflicts of interest.

Under limited direction, contribute to the promotion and improvement of veterinary premises conditions above the legislated standards.

Eligibility/Other Requirements:

Experience with animal related services and/or the veterinary profession is beneficial, but not an essential requirement.

Currently working outside of the ACT is also beneficial to avoid conflicts of interest.

Note: These positions will be offered on a casual basis for up to three years at a time. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on written application and/or referee reports only.

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

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applicants must submit a curriculum vitae and a written response to the Selection Criteria. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Erin Barker (02) 6207 2000 Erin.Barker@act.gov.au

Chief Operating Office
Governance and Ministerial Services
Ministerial Business Unit
Directorate Liaison Officer
Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 11867)

Gazetted: 21 April 2023

Closing Date: 5 May 2023

Details: The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting, as well as all Ministerial services. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated people to fill the role of Directorate Liaison Officer (DLO) which sits within the Ministerial Services team. The DLO is required to facilitate and support direct communications and policy advice between the Directorate and the Minister's Office, and as necessary other Minister's Offices, and provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. The position will have significant contact with Directorate Officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines. The incumbent is required to comply with the following legislation, *Freedom of Information Act 2016*, *Public Interest Disclosure Act 2012*, *Work Health and Safety Act 2011*, *Privacy Act 1988 (Cth)*, *Public Sector Management Act 1994*, and the *Territory Records Act 2002*.

The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, aligned with TCCS values, and negotiate and influence to achieve organisational objectives. The ideal candidate also needs to understand and represent TCCS as an exemplary public official and convey messages and provide frank and honest advice in a way that represents the directorate.

Notes: This is a temporary position available for 12 months with the possibility of extension. This position is filled on a rotational basis.

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 skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a two page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Bourne (02) 6207 5495 Sarah.Bourne@act.gov.au

Office of the Director-General
Communications and Engagement
Marketing and Communications Officer
Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 39525)

Gazetted: 21 April 2023

Closing Date: 28 April 2023

Details: Are you a creative person with a passion for developing engaging content and sharing good news stories? Do you thrive in a fast-paced, dynamic environment which brings challenges every day?

An exciting opportunity exists in the transport and road safety stream of Transport Canberra and City Services' Communications team.

The successful candidate will support the team by assisting in:

- the development of public transport and road safety information;
- the development and publishing of social media for ACT Government and Transport Canberra channels;
- the development of website information and delivery of electronic mail;
- assist in the coordination and delivery of pop-up events; and
- provide administrative and media liaison support as required.

This role does not involve the direct supervision or management of staff.

Eligibility/other Requirements: Tertiary qualifications in public relations, communications, marketing or a related discipline are desirable. At least one years' experience in a similar role is highly desirable.

Note: This is a temporary position available from July 2023 until January 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. Selection may be based on application and referee reports only.

How to Apply: Please submit a one to two-page application providing examples demonstrating your suitability against the selection criteria and behavioural capabilities outlined in the position description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christopher Clarke (02) 6207 1587 christopher.clarke@act.gov.au

City Services

Roads ACT

Environment and Utilities/Streetlights

TO4 Streetlight Technician

Technical Officer Level 4 \$100,714 - \$104,509, Canberra (PN: 37499)

Gazetted: 21 April 2023

Closing Date: 22 May 2023

Details: As a streetlighting electrician within Transport Canberra and City Services (TCCS), this role requires a person who can inspire, energise and positively influence the team and individual outcomes. The role is one of a number responsible for operation and maintenance of the streetlighting network, including asset audits, inspections and undertaking electrical work. The role supports streetlight network operations and coordinates works with EvoEnergy and TCCS' contractors. The role provides support and guidance to TCCS contractors in the delivery of works under a partnership based contract form.

The role verifies that streetlight infrastructure assets constructed and handed over to TCCS meet relevant standards, specifications and codes so that they are safe and fit-for-purpose.

This position requires a person 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. The ideal candidate will possess a commitment to continual learning and ongoing development.

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 LGBTIQIA+ 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; and

Technical qualification or accreditations with a professional body recognised within Australia -current Electrical License Certification 3 (mandatory)/Linesman Certification 3 (highly desirable).

Permanent resident of Australia (mandatory);

Driver's licence (HR or MR) (mandatory);

Technical qualifications including current electrical licence certification 3 (mandatory) / linesman certification 3 (highly desirable);

This position does require a pre-employment medical (mandatory);

Authority to enter construction site (white card or equivalent);

A preparedness to wear high visibility workwear, and steel capped boots and appropriate PPE;

Proficient using Microsoft Office Suite programs is highly desirable; and

Implement traffic control plans (desirable or an ability to gain within three months of engagement).

Note: Please note, this position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be

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

Selection may be based on application and referee reports only.

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; and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Dalton (02) 6207 2630 michael.dalton@act.gov.au

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

Worksafe ACT

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au**

Occupational Hygiene Inspector

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 39354)

Gazetted: 21 April 2023

Closing Date: 9 May 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 Occupational Hygiene (OH) Team is growing, and we have a permanent Inspector position available that would suit an individual with a background or focus on dangerous substances, regulatory compliance and investigations as well as work health and safety from within various industry sectors.

With a focus on occupational lung diseases, dust exposure and asbestos management the OH team is committed to preventing hazardous chemical and dangerous substance exposures in the ACT.

No two days are the same in the OH team. 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 investigative experience and skills necessary to succeed in this role, we encourage you to apply!

Eligibility/other Requirements:

HIGHLY DESIRABLE:

Qualifications and/or experience in WHS or dangerous substances / hazardous chemicals.

ESSENTIAL REQUIREMENTS:

Ability to perform the functions of an authorised Inspector in accordance with all relevant legislation, including the ability to complete required mandatory training.

Current unrestricted drivers licence.

Undergo a pre-employment police check, and

Willingness to:

participate in an after hours on-call and telephone roster

wear a uniform, and

participate in programmed after hours compliance activities.

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

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: Jonathan Heard (02) 6207 0164 jonathan.heard@worksafe.act.gov.au

APPOINTMENTS

ACT Audit Office

Audit Manager \$118,489 - \$127,757

Natalie Whiteley, Section 68(1), 27 April 2023

ACT Health

Pharmacist Level 5 \$135,355 - \$152,377

Elise Griffiths: 87137009, Section 68(1), 20 April 2023

Senior Information Technology Officer Grade B \$135,355 - \$152,377

Penelope Taylor: 87170714, Section 68(1), 05 April 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Liana Hart, Section 68(1), 27 April 2023

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Skye Miller, Section 68(1), 20 April 2023

Senior Information Technology Officer Grade B \$135,355 - \$152,377

Freya Velzeboer, Section 68(1), 20 April 2023

Senior Information Technology Officer Grade C \$114,928 - \$123,710

David Pradela: 87137148, Section 68(1), 05 April 2023

Canberra Health Services

Registered Nurse Level 4.2 \$140,121

David Armstrong, Section 68(1), 19 April 2023

Assistant in Nursing \$55,927 - \$57,820

Laura Bailey, Section 68(1), 20 April 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Zainab Dauda, Section 68(1), 18 April 2023

Health Professional Level 2 \$70,679 - \$97,028

Lingge Gao, Section 68(1), 19 April 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Cara Hade, Section 68(1), 20 April 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Jean-Maree Hawke, Section 68(1), 24 April 2023

Infrastructure Officer 3 \$115,193 - \$126,450

Brandon Hawker, Section 68(1), 26 April 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Rowena Laros, Section 68(1), 18 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Rachel Lobo, Section 68(1), 25 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Weidong Ma, Section 68(1), 19 April 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

David Middleton, Section 68(1), 18 April 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Maddison Napier, Section 68(1), 21 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jennifer Piko, Section 68(1), 20 April 2023

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Tristen Pogue, Section 68(1), 20 April 2023

Career Medical Officer 2 \$176,425 - \$209,516

Sarah Quercini, Section 68(1), 18 April 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Mia Trevaskis, Section 68(1), 18 April 2023

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)

Laura Wylie, Section 68(1), 27 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jia Xu, Section 68(1), 24 April 2023

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Yeshika Beessoo, Section 68(1), 19 April 2023

Information Technology Officer Class 2 \$91,315 - \$104,509

Imran Khan, Section 68(1), 17 April 2023

Administrative Service Officer Class 5 \$84,749 - \$89,705

Sabrina Webb Section 68(1), 25 April 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$76,255 - \$82,566

Alexandra Cox, Section 68(1), 27 April 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Aishwarya Iyer, Section 68(1), 21 April 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Thomas McCready, Section 68(1), 24 April 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Kylie McMahon, Section 68(1), 27 April 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Pavithra Naik, Section 68(1), 1 May 2023

Community Services

Administrative Services Officer Class 5 \$84,749 - \$89,705

Benjamin Blackswan, Section 68(1), 27 April 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Patricia Galbes, Section 68(1), 27 April 2023

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

Matty Mohan Kumar Samson, Section 68(1), 21 April 2023

Senior Officer Grade B \$135,355 - \$152,377

Bianca Murcutt, Section 68(1), 24 April 2023

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

Nicholas White, Section 68(1), 20 April 2023

Director of Public Prosecutions

Prosecutor Associate \$76,255 - \$78,591

Julia McLean, Section 68(1), 24 April 2023

Education

Classroom Teacher \$76,575 - \$114,624

Olivia Lebihan, Section 68(1), 24 April 2023

Classroom Teacher \$76,575 - \$114,624

Tony Marziano, Section 68(1), 24 April 2023

Classroom Teacher \$76,575 - \$114,624

Fabiola Tiberti, Section 68(1), 24 April 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Krysta Cordina, Section 68(1), 17 April 2023

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

Kara Duffy, Section 68(1), 27 April 2023

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Ethan McFarland, Section 68(1), 26 April 2023

Transport Canberra and City Services

Administrative Services Officer Class 4 \$76,255 - \$82,566

Dieter Neumann, Section 68(1), 24 April 2023

Senior Officer Grade C \$114,928 - \$123,710

Robert Slape, Section 68(1), 19 April 2023

TRANSFERS

Canberra Health Services

Pavlina Bailie

From: Administrative Services Officer Class 2/3 \$60,620

Canberra Health Services

To: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services, Canberra (PN. 22572) (Gazetted 16 May 2023)

Narelle Bowden

From: Senior Officer Grade C \$114,928 - \$123,710

Worksafe ACT

To: Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 43201) (Gazetted 24 February 2023)

Dannielle Kentish

From: Registered Nurse Level 2 107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 60296) (Gazetted 17 February 2023)

Joanne Twomey

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services, Canberra (PN. 16112) (Gazetted 16 February 2023)

PROMOTIONS

ACT Health

Office of the Deputy Director General

OPL

OCNMO

Chanel Connor

From: Registered Nurse Level 3.2 \$130,846

Canberra Health Services

To: †Registered Midwife Level 4.2 \$130,846

ACT Health, Canberra (PN. 56625) (Gazetted 27 February 2023)

ACT Teacher Quality Institute

Michael Plenty

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Teacher Quality Institute, Canberra (PN. 30333) (Gazetted 9 March 2023)

Canberra Health Services

Anumole Andrews

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. 60295) (Gazetted 17 February 2023)

Amanda Cumberland

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. 12129) (Gazetted 16 February 2023)

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Kieran Dixon

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. 25579) (Gazetted 31 March 2023)

Medicine

Clinical Services

Joanna Lewis

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. 54488) (Gazetted 13 February 2023)

Lelly Mendoza Lopez

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. 29110) (Gazetted 2 March 2023)

Katey Mudge

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. 60294) (Gazetted 17 February 2023)

CHS Allied Health

Acute Allied Health Services

Samantha Thompson

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. 43909) (Gazetted 12 May 2022)

Chief Minister, Treasury and Economic Development

WCAG

Finance Services

Finance Budgets and Assurance

Shuk Chu

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 14244) (Gazetted 8 February 2023)

Economic Development

Skills Canberra

Skills Policy and Strat

Asterie Twizeyemariya

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. 32064) (Gazetted 27 April 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

OneGov Service Centre

Shared Services, Finance Services

Financial Applications Support

Jing Zhang

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. 07128) (Gazetted 28 February 2022)

Director of Public Prosecutions

ACT Director of Public Prosecutions

Legal

Legal

Elizabeth Teale

From: Paralegal Grade 2 \$70,403 - \$76,255

Justice and Community Safety

To: †Prosecutor Associate \$76,255 - \$78,591

Director of Public Prosecutions, Canberra (PN. 51829) (Gazetted 16 February 2023)

Education

Office Of Schools

Tuggeranong School Network

Theodore Primary School

Selina Beale

From: School Assistant 4 \$70,028 - \$75,827

Education

To: †School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 57772) (Gazetted 31 March 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.

North Gungahlin

Franklin School

Noni See

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 46837) (Gazetted 15 March 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.

SPID

Tuggeranong Network

Lake Tuggeranong College

Jodi Wilson

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 60412) (Gazetted 8 March 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Statutory Planning

Development Assessment

Matthew Davis

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 35944) (Gazetted 15 June 2022)

Major Projects Canberra

Canberra Hospital Expansion Project

Kathleen Evans

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Infrastructure Officer 5 \$163,315

Major Projects Canberra, Canberra (PN. 60096) (Gazetted 14 February 2023)

Project Development and Support

Drazen Persic

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Major Projects Canberra, Canberra (PN. 60345) (Gazetted 6 February 2023)

Light Rail

Environmental, Sustainability and Design

NA

Gemma Stehlik

From: Infrastructure Officer 1 \$75,792 - \$89,551

Major Projects Canberra

To: †Senior Officer Grade B \$135,355 - \$152,377

Major Projects Canberra, Canberra (PN. 38596) (Gazetted 2 February 2023)